SEAL · OF · THE · STATE · OF · NEW HAMPSHIRE
1776

NHFIRST Time Management User Instructions

As of January 11, 2012

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Chapter 1

Time Management Overview

This chapter provides an overview of the NHFIRST Lawson Time Management application, which is part of the Lawson Human Capital Management suite of products. This chapter also describes the Lawson standard interfaces, as well as, the State of New Hampshire specific Government Human Resources System (GHRS) interfaces. Additional covered topics include system access procedures, browser settings and navigation tips.

Time Management Features

This section summarizes the Time Management features.

"What Is Lawson Time Management?"
"The Time Management Regions"
"How This Application Interfaces with Other Lawson Applications"

What Is Lawson Time Management?

The Lawson Time Management application lets you enter, approve, and track employee and consultant time. Employees and consultants can be defined in the Time Management application or they can be interfaced from the Lawson Human Resources application. System administrators can use the Policy Editor to define and enforce the organization's time entry policies. Timecards can be interfaced to the Lawson Human Resources and Payroll application as well as to Lawson Project Accounting. Depending on your configuration, Lawson Time Management can also track accrued leave balances from Time Accrual (Lawson Human Resources 8.0.3) or from Lawson Absence Management (Lawson Human Resources 8.1.0 or 9.0.x).

Lawson Time Management consists of the following components:

- Lawson Time Management
- Smart Notification Solutions for Services Management (future feature)
- Time and Expense Data Mart (SA Analytics) (future feature)
- Oracle or SQL Server database
- Report Server

If your Services Automation application runs on Lawson Foundation Technology 8.1 or Lawson Core Technology 9.0.x, ProcessFlow Standard is included in the installation deliverables.

The application, database, and Report Server can be installed on the same machine or on different machines. The application component and the Report Server require ODBC access to the database.

The following optional component is available:

- Report Implementation Utility

Report Server (not implemented)

Batch reports are defined using Crystal Reports®. To schedule and run the reports, the application uses the Lawson Report Server, which uses Crystal runtime 11 software (delivered with the Lawson Report Server) to generate report output. The Report Server is used to schedule batch runs for the requested reports. You can view your requested report after the Report Server has run it, until the expiration date you specify.

The Report Server is also used to purge outdated report output from the database and from disk storage.

The Report Server has a graphical user interface (GUI) used to define all of the settings as well as to run unscheduled operations. In addition, it has a background service that processes scheduled requests. The background service is referred to as the Report Server Service. It may be started using Windows service tools.

The report requests that are processed by the Report Server are initiated in the Services Automation application by anyone who has access to the Reports Library. Services Automation system administrators and users with the requisite security can enter all of the components required to produce reports or to allow people to see the output generated by the Report Server.

Report Implementation Utility (not implemented)

The Report Implementation Utility is used to create Report Filters that appear in the Request area of the Services Automation Reports Library, in ordinary language, rather than in the terminology of the database schema. Services Automation users encounter these filters when they request a Crystal report. Filters are created by the designer of the Crystal reports.

ProcessFlow (not implemented)

ProcessFlow is a process automation utility that allows users to graphically define a process (activities that need to be executed in a particular sequence). In ProcessFlow, a process that moves work from defined activity to defined activity is called a flow. A flow transfers information and/or work from one user to the next until the work is completed. A flow can also perform work that does not involve users, such as take information from one Lawson form and add/change the same information on another Lawson form automatically. If ProcessFlow is used for routing, the routing functionality delivered with Services Automation is disabled.

ProcessFlow is available only if you are installed on Lawson Foundation Technology 8.1 or Lawson Core Technology 9.0.x.

Time and Expense Data Mart (SA Analytics) (not implemented)

Lawson Time Management provides a data mart (also called cube), called Time and Expense Data Mart. The data mart enables real-time reporting on information stored in the Time Management database using an interface to an OLAP multidimensional Hyperion Essbase database or Microsoft OLAP database. The data mart consists of a number of dimensions, which are predefined sets of criteria used to analyze and present data. Data can be viewed and manipulated using Scorecard, Excel, or another Essbase-compatible reporting tool. Lawson CubeBuilder is the tool that mines the Time Management database and populates the data mart fields in your OLAP database. The Time and Expense Data Mart is delivered as part of the SA Analytics installation. SA Analytics requires a separate installation.

The Time Management Regions

The Time Management application comprises the following regions:

Time

This region is used to manage employee time records. Resources can:

- Enter and submit time cards for themselves and for the resources they are proxies for
- Approve timecards and timecard detail lines for resources for which they are approval proxies.
- Designate proxies to submit time cards on their behalf.
- Submit personal or proxy time card adjustments for time cards that have been rejected.
- Self-assign to administrative tasks and project tasks that permit self-assignments.
- (Integrated Lawson Human Resources 8.0.3 with Time Accrual only) View applicable time accrual balances.
- (Integrated Lawson Human Resources 8.1.0 or 9.0.x with Absence Management only) View absence balances and request absences.

Resource managers (or resources given that responsibility on the approval routing list) can perform all the above actions. In addition, they can:

- Approve or reject timecards and timecard lines, proxy timecards and timecard lines
- Approve or reject absence requests (Integrated Lawson Human Resources 8.1.0 or 9.0.x with Absence Management only).
- Designate proxies to approve time records on their behalf.

Reports

This region is typically restricted to executives. In this region, executives can perform the following tasks:

- Request predefined batch reports to be run for specific parameters
- View predefined batch reports
- Store the generated batch reports until their expiration dates

Admin Regions

These regions are restricted to the system administrator. System administrator tasks are described in the Time Management Administration Guide.

How This Application Interfaces with Other Lawson Applications

Time Management can interface with other Lawson applications (versions 8.0.3 and higher).

You can interface the following Lawson applications with this application:

- Project Accounting (including Billing and Revenue Management),
- Human Resources
- Payroll
- Time Accrual (available with Human Resources 8.0.3 only)
- Absence Management (with Human Resources 8.1.0 or 9.0.0 only)
- General Ledger.

Data flows back and forth between your application and the applicable Lawson applications.

IMPORTANT If you interface Time Management with any other Lawson application, all basic setup data for the application must be defined and maintained in that application. Time Management users are not allowed to change setup data that originated in another Lawson application.

Data is sent from Lawson applications to your application by database triggers or batch programs. Data updated in the Lawson applications is also updated in your application by database triggers or batch programs.

For more information about how the Time Management application interfaces with other Lawson applications, see the *Time Management Administration Guide. and the Services Automation, Expense Management, and Time Management Interface Guide*.

When used, Lawson applications send the following information to your application.

- From Human Resources: HR companies, employees, pay codes, job codes, locations, positions, steps and grades, employee absence balances.
- From General Ledger: GL companies, currency setup data, general ledger codes, cost centers.
- From Project Accounting: Activity groups, account categories, account category groups, and activity attributes.

NOTE Depending on your setup, activities and assignments can be defined either in Project Accounting or in Services Automation.

- From Accounts Payable: Vendors and employee expense checks.

Time Management sends the following information to other Lawson applications, if used:

- To Payroll: Timecard and timecard adjustment data.
- To Payroll: Expense data if processed through Payroll.

- To Project Accounting: activity-related costs.
- To Accounts Receivable: Billable costs.

How This Application Interfaces with GHRS

Time Management will be interface with the State of New Hampshire existing Human Resources and Payroll system, GHRS.

Importing from GHRS to Lawson Time Management

The Lawson to GHRS interfaces are batch files that will be run nightly and consist of the following data elements.

- Resource Records – details and attributes of employees
- Pay & Leave Events – Pay & Leave event codes and their descriptions
- Leave Balances – employee accrued leave balance for all applicable plans
- Leave Plans – all the available leave plans that the State of New Hampshire leverages on the Application for Leave Request.

NOTE: These GHRS Leave balances are updated and accrued monthly. The GHRS accrual is performed by executing two separate program runs during each month. The first run updates balances for employees with accrual dates from the 1 – 15 day of a given month and the second run are for employees with accrual dates from 16 – 31 day.

- Departments – departments in Lawson are equivalent to Divisions and Bureaus in GHRS
- Process Levels – process levels in Lawson are equivalent to Department & Agencies in GHRS
- Cost Centers – cost centers in Lawson are equivalent to Org Number in GHRS
- Positions – positions numbers map to the Lawson corresponding position number 1:1
- Job Codes – job codes will map to the Lawson corresponding job code number 1:1

IMPORTANT All basic setup data for the GHRS application must be defined and maintained in that application. Time Management users are not allowed to change setup data that originated in GHRS. Note below that supervisors/managers must be maintained in GHRS in order to deliver timecards to the correct approving manager.

An additional and important modification to the resource interface from GHRS to Lawson Time Management is the *Reports to Position ID.* In an effort to facilitate the approval of time in Lawson Time Management a resource must have a supervisor/manager approving their submitted time records. In the existing GHRS system the *PUD2* screen determines the Position ID a selected employee record reports to.

Therefore, the GHRS Resource interface prior to exporting the file nightly to Lawson Time Management will need to cross reference the Position ID to a named resource ID and send that Resource ID to Lawson Time Management.

Exporting from Lawson Time Management to GHRS

The Lawson to GHRS interfaces are batch files that will be run Tuesday prior to the Friday one week before payroll check date for the by-weekly pay period. The interface will transfer only APPROVED time records to GHRS.

The selection criteria for the extract will consist of Agency and Pay Period Set. This will allow different interface timings to handle the Garcia rules for sworn personnel.

IMPORTANT All saved, submitted and rejected time records will not be transferred for that corresponding pay period.

There will be two primary files that the interface will generate:

- Leave Usage & Earned Transactions – employee approved hours and/or minutes of leave usage or comp earned will be processed into the GHRS in the released status.
- Pay Event Transactions – employee approved hours and/or minutes for both positive and exception employees by pay event will be processed into GHRS in the released status.

IMPORTANT When the interface transfers the approved Leave and pay code hours from Lawson Time Management to GHRS they will be transferred into GHRS as approved records. Adjustments to these records can only be completed in GHRS.

Exporting from Lawson Time Management to GHRS with overrides to Cost Center

By design any approved time records that have a value populated in the cost center field will error when the interface is executed. The value populated in the Cost Center may have been entered by an employee or their manager. In both cases the intent of the user is to charge the entered hours to another cost center (org). The standard interface to bring data into GHRS has a limitation when attempting to override a cost center.

In GHRS when overriding a cost center (org) the full accounting string is needed for the record to be importing into a release status without errors. The full accounting string consists of the *Fund, Agency, Org, Obj and Class*. Asking all employees to have a working knowledge of the State of New Hampshire accounting string when they need to override a cost center is not scalable to a statewide rollout.

Therefore when the interface transfers approved time records into GHRS that have cost centers populated with that record they will not be in a release state but in a suspended state. Payroll Administrators who currently correct and release suspended time records in GHRS will need to enter into GHRS the full accounting string.

How to Access NH FIRST Lawson Time Management?

NH FIRST Lawson Time Management is a web-based application and available to anyone giving a state issued User ID and Password and access to the internet.

To access Lawson Time Management you must first make some changes to your browser.

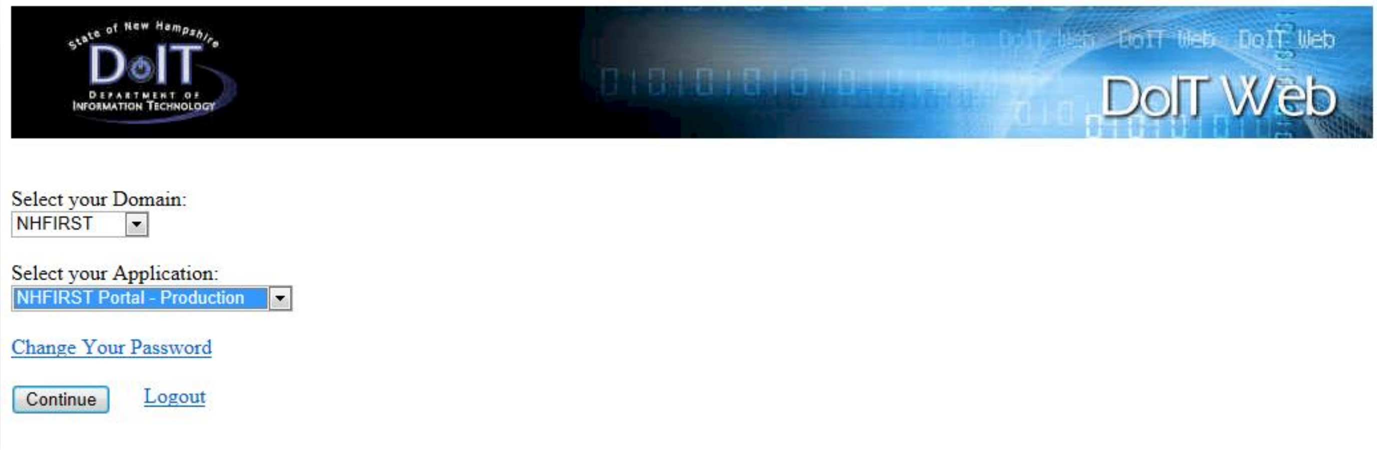
Browser System Requirements

Internet Explorer (IE) v6, v7 and v8

IMPORTANT Google Chrome and Mozilla Firefox are not supported browsers and therefore if use, these browsers may perform inconsistently.

Click on the following URL(Internet Link) to access the Lawson Time Management Application

https://sson.nh.gov/


State of New Hampshire
DoIT
Department of Information Technology
DoIT Web
Change Your Password
Continue
Logout

Select your Domain: NHFIRST

Select your Application: NHFIRST Portal - Production

Figure 1

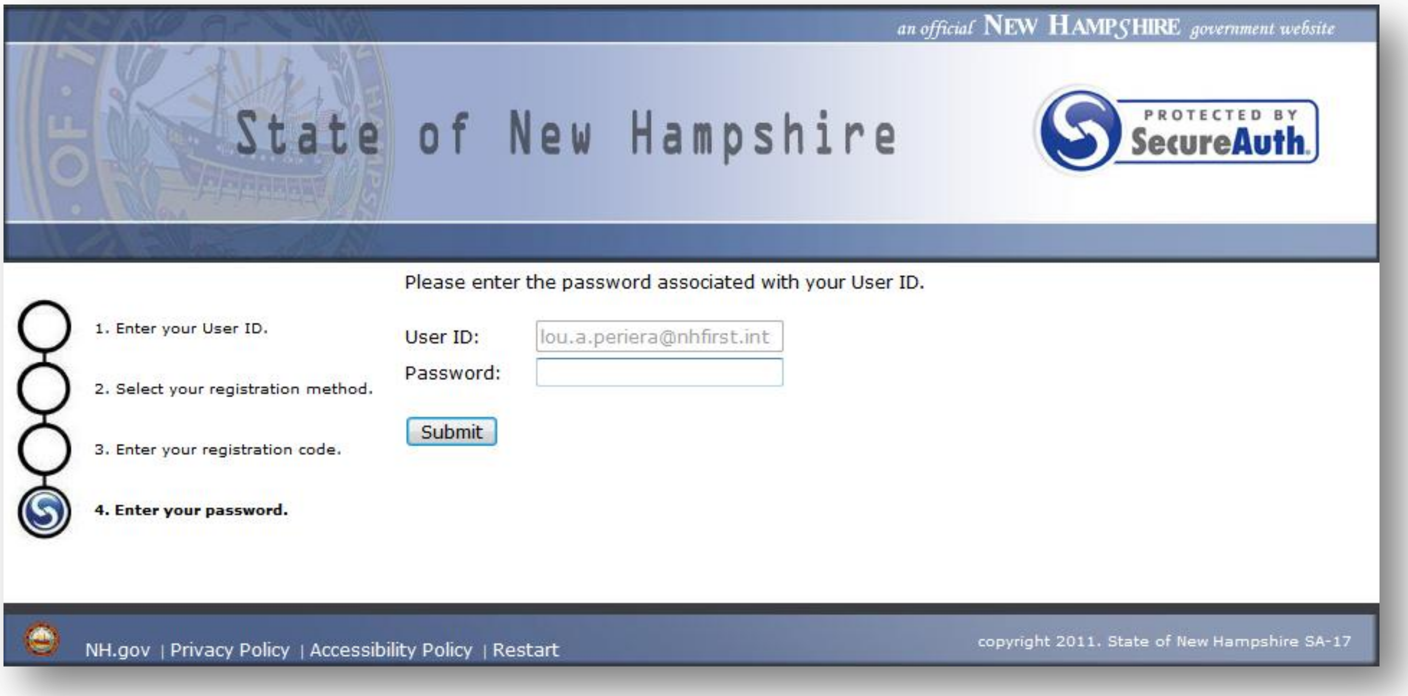
Please select the following:

Select your Domain: *NHFIRST*

Select your Application: *NHFIRST Portal – Production*

Click on the **Continue** button

Please enter your assigned User ID and Password:


an official NEW HAMPSHIRE government website
State of New Hampshire
PROTECTED BY SecureAuth
1. Enter your User ID.
2. Select your registration method.
3. Enter your registration code.
4. Enter your password.
Submit
NH.gov | Privacy Policy | Accessibility Policy | Restart
copyright 2011. State of New Hampshire SA-17

Please enter the password associated with your User ID.

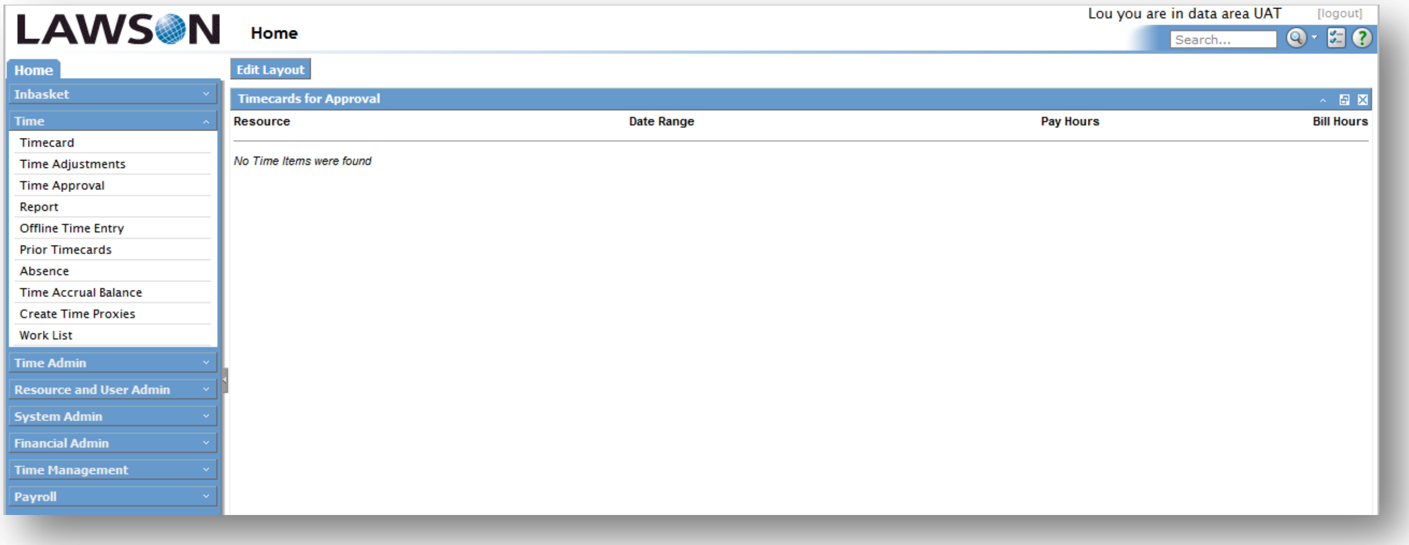
User ID: lou.a.periera@nhfirst.int

Password:

Figure 2

Click on the **Submit** button

NOTE If you are having problems with your User ID and/or Password please contact FDN Security and submit a help ticket.


LAWSON
Home
Lou you are in data area UAT
[logout]
Search...
Home
Inbasket
Time
Timecard
Time Adjustments
Time Approval
Report
Offline Time Entry
Prior Timecards
Absence
Time Accrual Balance
Create Time Proxies
Work List
Time Admin
Resource and User Admin
System Admin
Financial Admin
Time Management
Payroll
Edit Layout
Timecards for Approval

Resource	Date Range	Pay Hours	Bill Hours

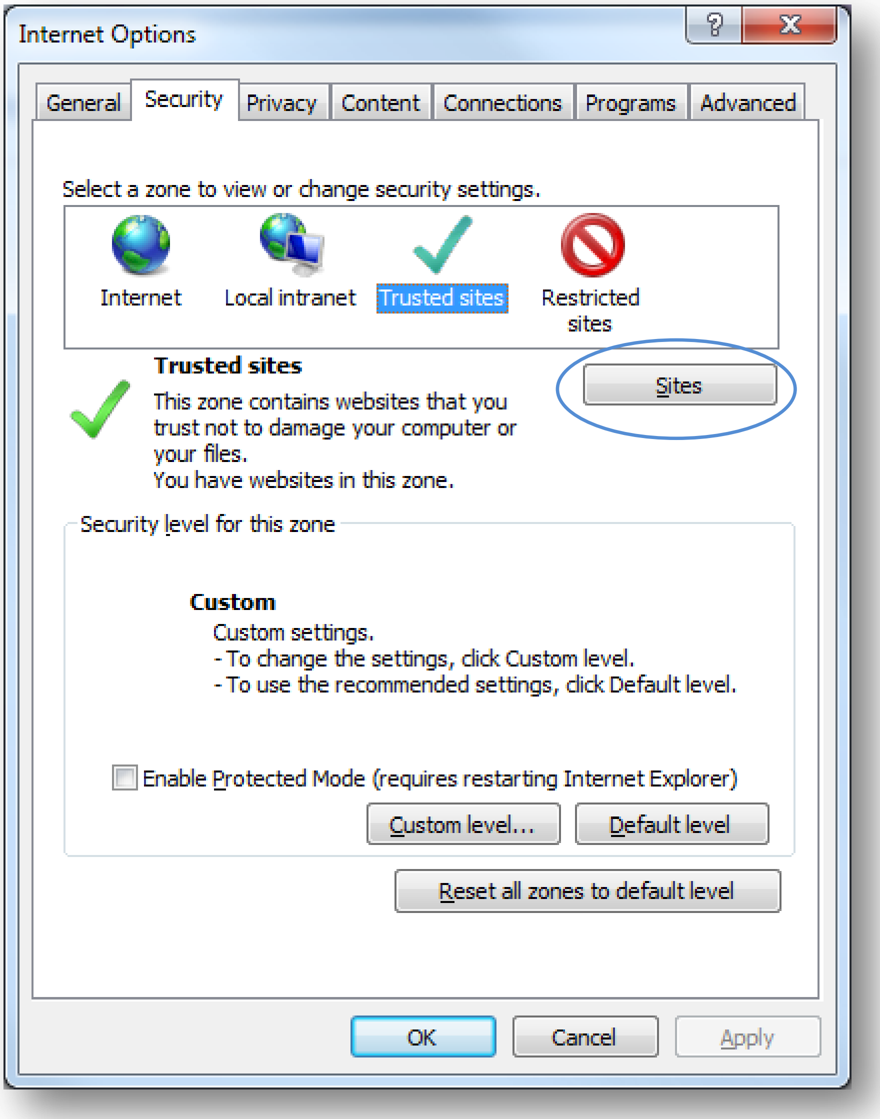
No Time Items were found

Sample Screen *Figure 3*

How to change your Internet Browser Settings

To add *.nhfirst.nh.gov and *.nh.gov to Trusted Sites

1. In Internet Explorer, click the **Tools** icon or link, and then click **Internet Options**.


Internet Options
?
X
General
Security
Privacy
Content
Connections
Programs
Advanced
Internet
Local intranet
Trusted sites
Restricted sites
Sites
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply

Select a zone to view or change security settings.

Trusted sites

This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.

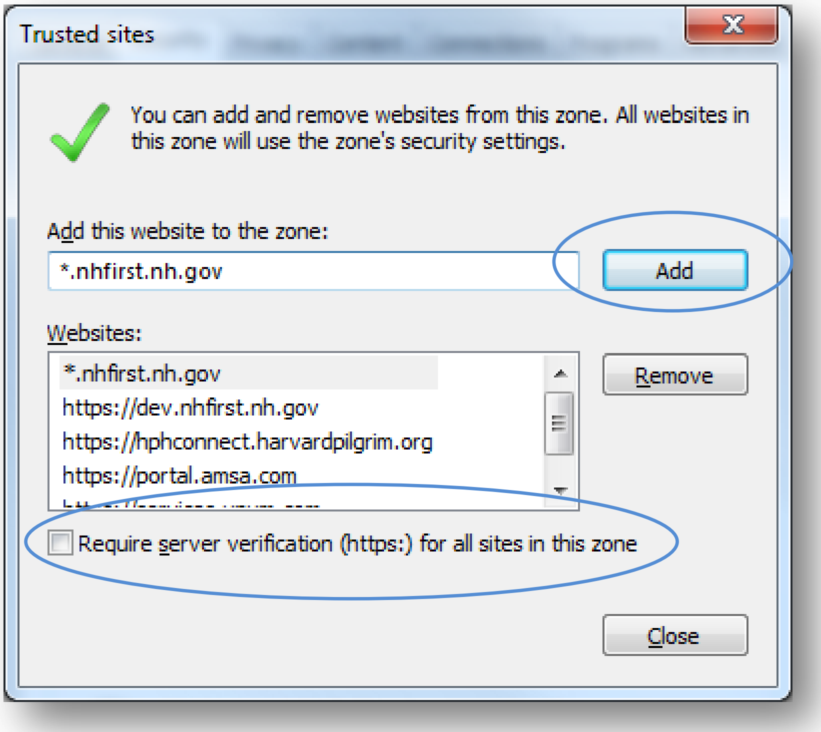
Security level for this zone

Custom

Custom settings.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.

☐ Enable Protected Mode (requires restarting Internet Explorer)

a. Click the **Security** tab, and then, in the **Trusted sites** section, click **Sites**



You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone: *.nhfirst.nh.gov

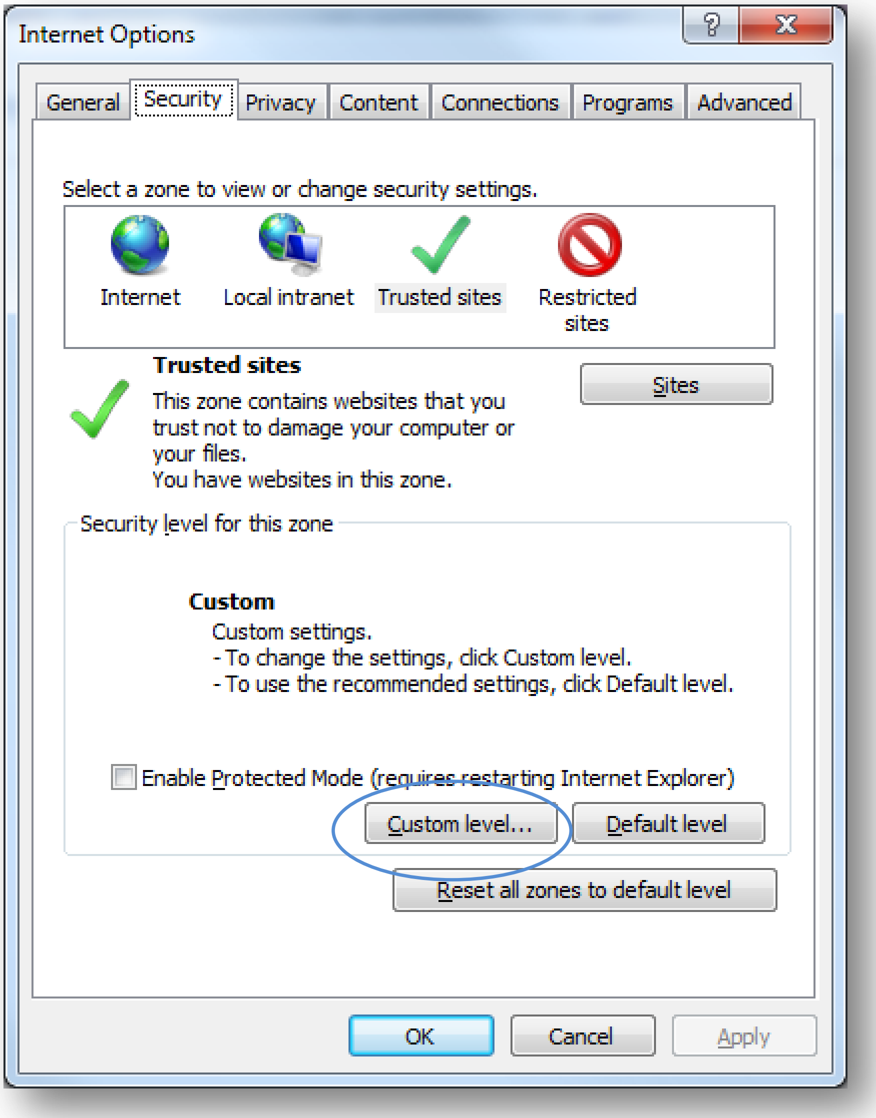
Websites:
*.nhfirst.nh.gov
https://dev.nhfirst.nh.gov
https://hphconnect.harvardpilgrim.org
https://portal.amsa.com

☐ Require server verification (https:) for all sites in this zone

i. Enter **.nhfirst.nh.gov*
ii. Please make sure the checkbox is NOT checked in the Require server verification (https:) for all sites in this zone
iii. Click on the **Add** button
iv. Enter **.nh.gov*
v. Click on the **Add** button
vi. Click on the **Close** button to close the Trusted sites dialog box

To add access across domains

1. In Internet Explorer, click the **Tools** icon or link, and then click **Internet Options**.
2. Click the **Security** tab, and then, in the **Custom level...** button



Internet Options

Select a zone to view or change security settings.

Trusted sites

This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.

Security level for this zone

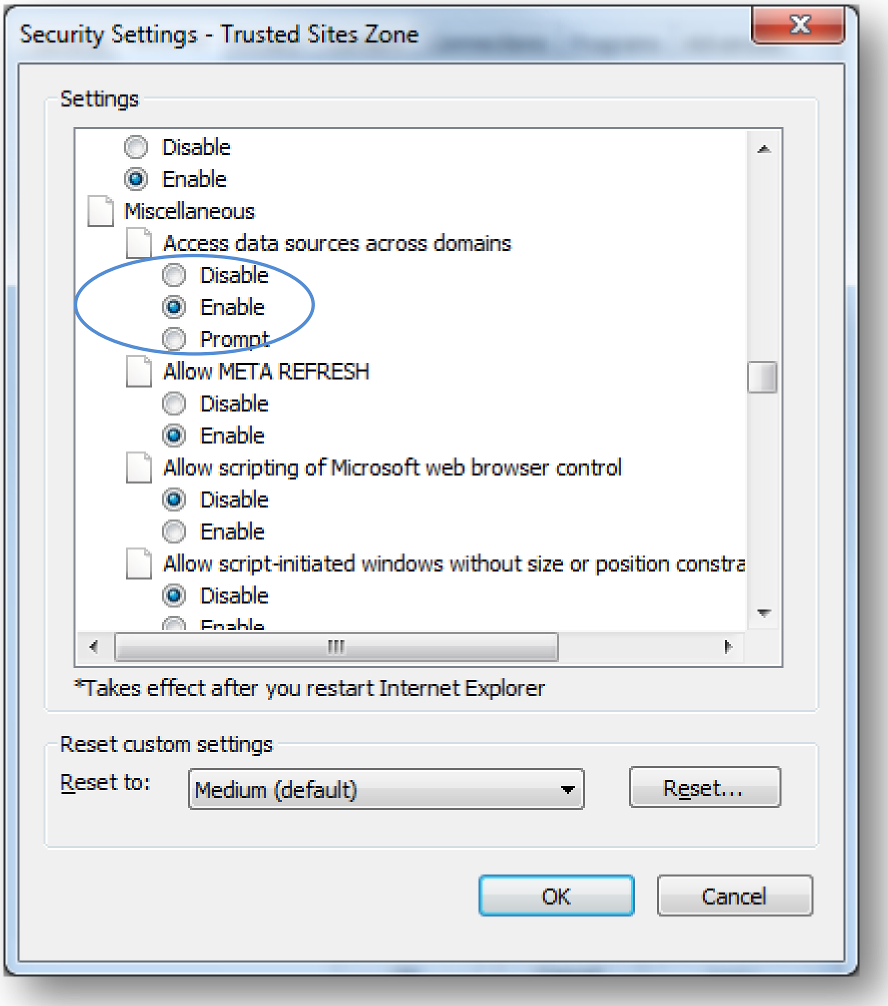
Custom

Custom settings.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.

☐ Enable Protected Mode (requires restarting Internet Explorer)

General
Security
Privacy
Content
Connections
Programs
Advanced
Internet
Local intranet
Trusted sites
Restricted sites
Sites
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply

1. Locate the **Miscellaneous** category and *Access data sources across domains*
   2. Click on the **Enable** option



Security Settings - Trusted Sites Zone

Settings

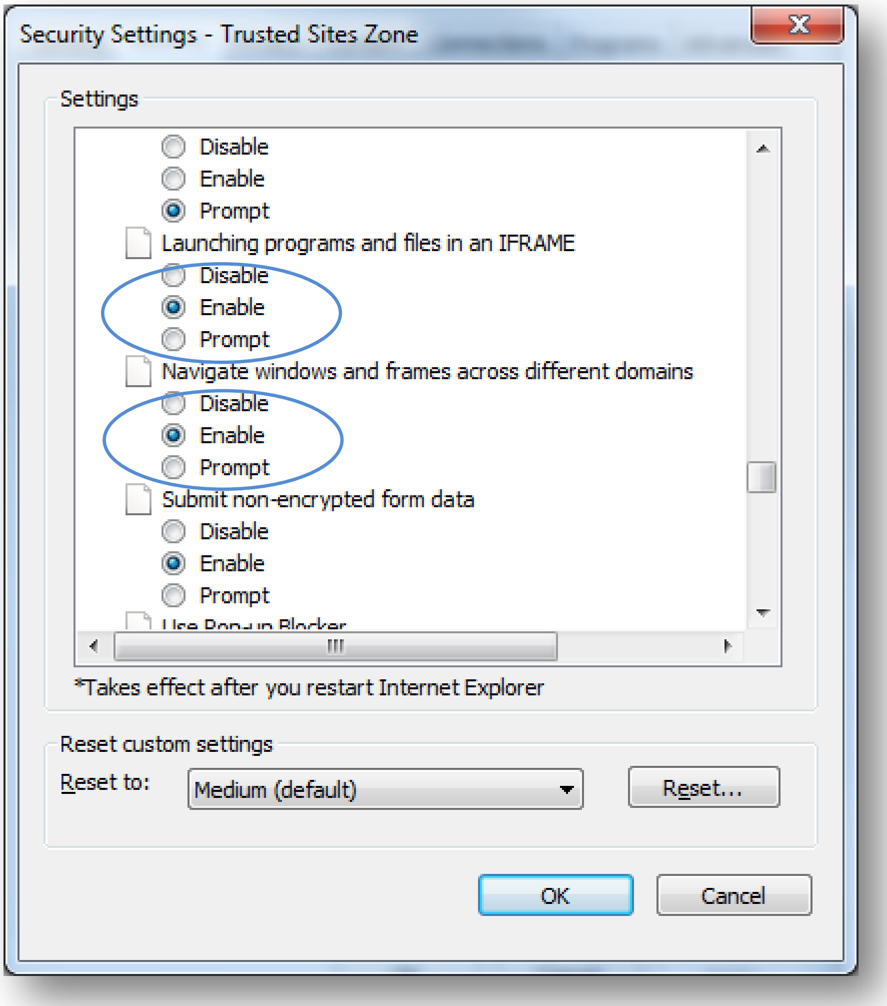
○ Disable
● Enable
Miscellaneous
Access data sources across domains
○ Disable
● Enable
○ Prompt
Allow META REFRESH
○ Disable
● Enable
Allow scripting of Microsoft web browser control
● Disable
○ Enable
Allow script-initiated windows without size or position constra
● Disable
○ Enable

*Takes effect after you restart Internet Explorer

Reset custom settings

Reset to: Medium (default)

3. Locate the **Miscellaneous** category and **Launching programs and files in an IFRAME**
4. Click on the **Enable** option
5. Locate the **Miscellaneous** category and **Navigate windows and frames across different domains**
6. Click on the **Enable** option
7. Click the **OK** twice



Security Settings - Trusted Sites Zone

Settings

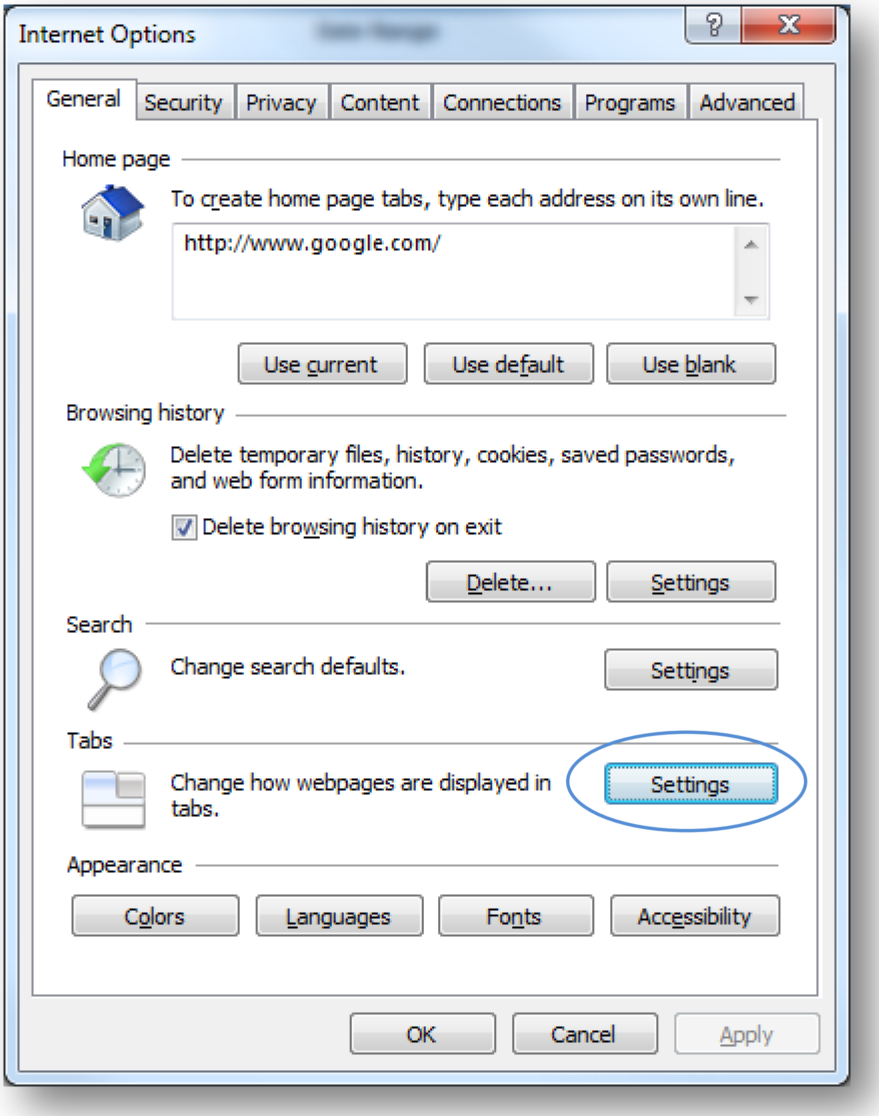
○ Disable
○ Enable
● Prompt
Launching programs and files in an IFRAME
○ Disable
● Enable
○ Prompt
Navigate windows and frames across different domains
○ Disable
● Enable
○ Prompt
Submit non-encrypted form data
○ Disable
● Enable
○ Prompt
Use Pop-up Blocker

*Takes effect after you restart Internet Explorer

Reset custom settings

Reset to: Medium (default)

To alter Tabs settings


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Use current
Use default
Use blank
Delete...
Settings
Settings
Settings
Colors
Languages
Fonts
Accessibility
OK
Cancel
Apply

Home page

To create home page tabs, type each address on its own line.

http://www.google.com/

Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.

☑ Delete browsing history on exit

Search

Change search defaults.

Tabs

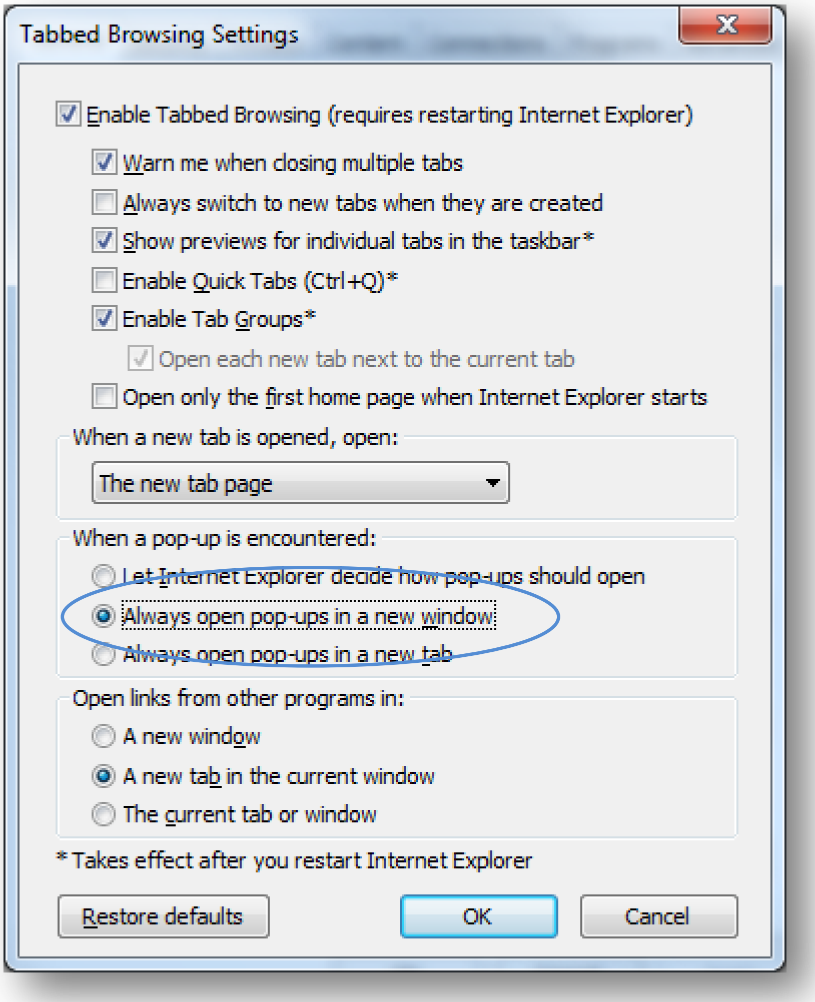
Change how webpages are displayed in tabs.

Appearance

On the Tabbed browser setting. Either uncheck tabbed browsing or set the setting for when a pop-up is encountered to “Always open pop-ups in a new window”

To change how pop-ups are displayed

1. In Internet Explorer, click the **Tools** button, and then click **Internet Options**.
2. Click the **General** tab, and then, in the **Tabs** section, click **Settings**.
3. Make the selection “Always open pop-ups in a new window” in the **When a pop-up is encountered** section.
4. Click **OK** twice.



Tabbed Browsing Settings

☑ Enable Tabbed Browsing (requires restarting Internet Explorer)

- ☑ Warn me when closing multiple tabs
- ☐ Always switch to new tabs when they are created
- ☑ Show previews for individual tabs in the taskbar*
- ☐ Enable Quick Tabs (Ctrl+Q)*
- ☑ Enable Tab Groups*
  - ☑ Open each new tab next to the current tab
- ☐ Open only the first home page when Internet Explorer starts

When a new tab is opened, open:

The new tab page

When a pop-up is encountered:

- ○ Let Internet Explorer decide how pop-ups should open
- ● Always open pop-ups in a new window
- ○ Always open pop-ups in a new tab

Open links from other programs in:

- ○ A new window
- ● A new tab in the current window
- ○ The current tab or window

* Takes effect after you restart Internet Explorer

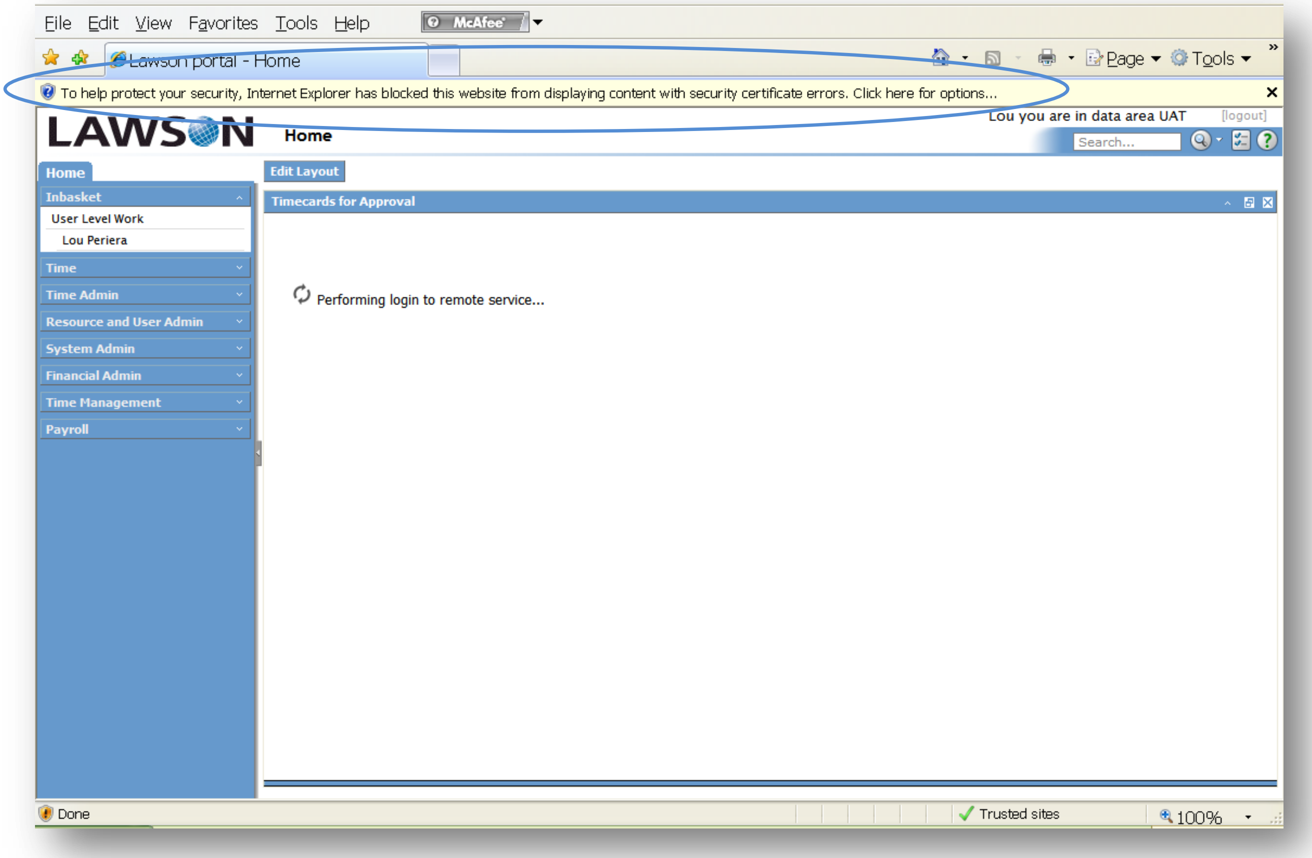
To disable Pop-Up Blocking

When you first sign into Lawson Time Management you may encounter and yellow status bar above the Lawson logo the following message:

"To help protect your security, Internet Explorer ahs blocked this website from displaying content with security certificate errors. Click here for options…"

To change how pop-ups are displayed

1. In Internet Explorer, click on the yellow bar.
2. Click the **Display Blocked Content**



To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...

Lou you are in data area UAT

Performing login to remote service...

File Edit View Favorites Tools Help
McAfee
Lawson portal - Home
Page
Tools
LAWSON
Home
[logout]
Search...
Home
Edit Layout
Inbasket
User Level Work
Lou Periera
Time
Time Admin
Resource and User Admin
System Admin
Financial Admin
Time Management
Payroll
Timecards for Approval
Done
Trusted sites
100%

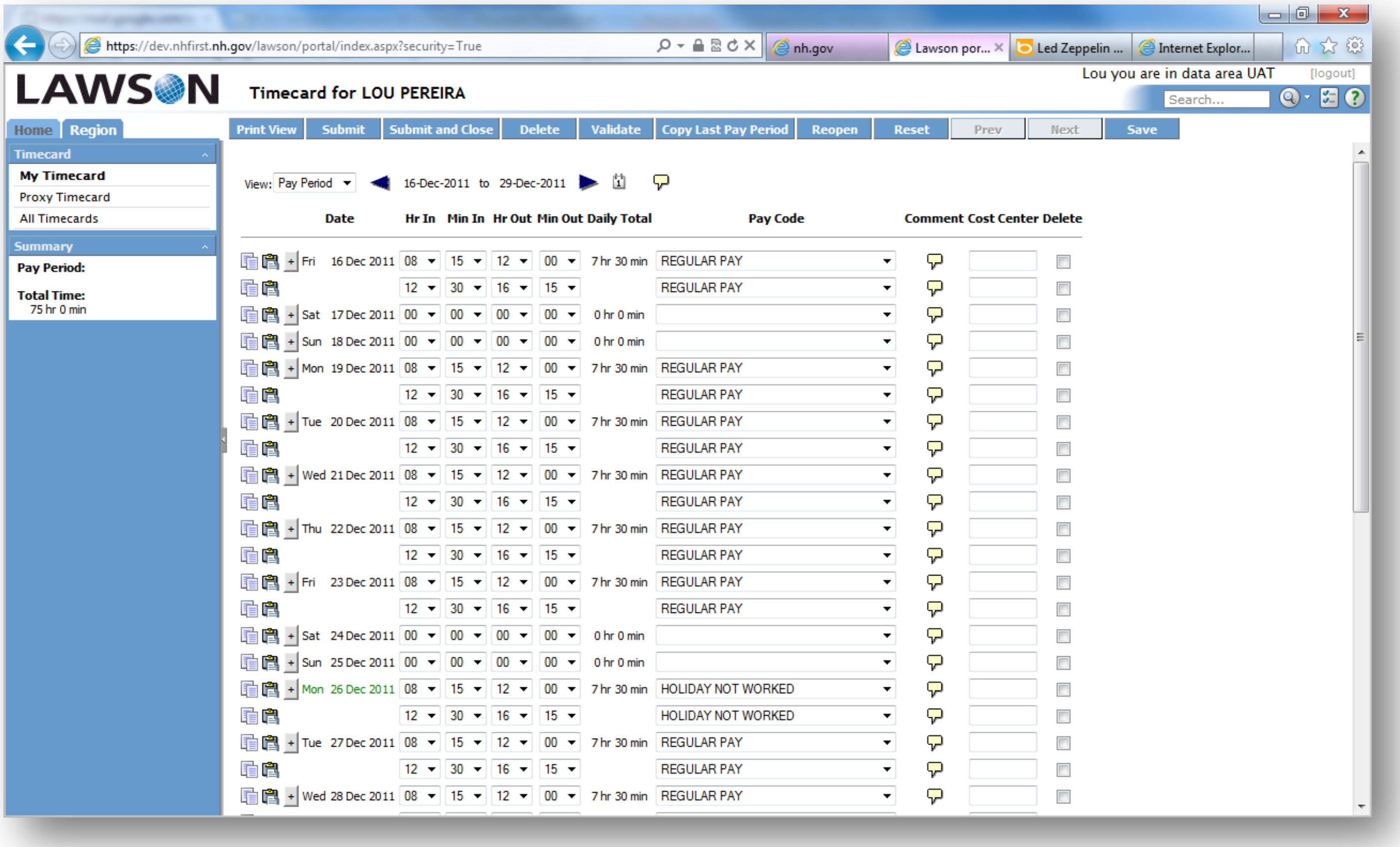
Navigation Tips

This section describes how to navigate the application.

Navigating the Application

This application is a web-based application that uses standard Internet navigation conventions as well as some that are unique to the application. The following figure shows a typical application page.

IMPORTANT Avoid using browser navigation tools to navigate the application, as it might interrupt the security profile that you are given when you log in. If the security profile is interrupted, the system navigates back to the last page that did not require submission of new data.


https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True
nh.gov
Lawson por...
Led Zeppelin ...
Internet Explor...
LAWSON
[logout]
Search...
Home
Region
Print View
Submit
Submit and Close
Delete
Validate
Copy Last Pay Period
Reopen
Reset
Prev
Next
Save
Timecard
My Timecard
Proxy Timecard
All Timecards
Summary

Timecard for LOU PEREIRA

Lou you are in data area UAT

Pay Period:

Total Time:
75 hr 0 min

View: Pay Period 16-Dec-2011 to 29-Dec-2011

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code	Comment	Cost Center	Delete
Fri 16 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Sat 17 Dec 2011	00	00	00	00	0 hr 0 min				☐
Sun 18 Dec 2011	00	00	00	00	0 hr 0 min				☐
Mon 19 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Tue 20 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Wed 21 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Thu 22 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Fri 23 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Sat 24 Dec 2011	00	00	00	00	0 hr 0 min				☐
Sun 25 Dec 2011	00	00	00	00	0 hr 0 min				☐
Mon 26 Dec 2011	08	15	12	00	7 hr 30 min	HOLIDAY NOT WORKED			☐
	12	30	16	15		HOLIDAY NOT WORKED			☐
Tue 27 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐
	12	30	16	15		REGULAR PAY			☐
Wed 28 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			☐

Figure 1. A typical application page

Consider the following page elements:

Lawson logo	Click to return to the home page.
Page name	The page name always appears to the right of the Lawson logo

Navigation panels:	
Home tab	Click the Home tab to view all the regions and other Lawson applications and their selections. Application or region headings are collapsible.
Region tab	Click the Region tab to view selections specific to the page that is displayed. This tab can contain a Filter Criteria section and links to other related pages.
Filter Criteria	Use the Filter Criteria section on the Region tab to select filter criteria to display only the data that you want. The filter conditions take effect when you click the Filter button in this section.
Detail tab	Occasionally, selecting an item on the Region tab opens a Detail tab with more selections related the item.

Buttons The application provides buttons that let you access related windows and add, update, or view data in the database. The following buttons are the most common.

Save: Saves changes to the database. If you are on an addition page, will return you to the previous page. If you are on an update page, will remain on the same page.

Add+: Saves changes to the database and clears the saved data from the page so you can make more additions.

Add: Displays an addition window.

List: Saves any changed information and returns to the previous window.

Reset: Resets data back to the previous save.

Next: Scrolls to the next page of data.

Prev: Scrolls back to the previous page of data.

View: Provides a printable online view of the data.

Details: Provides detailed information about a record.

Delete: Provides a way to confirm the elimination of a record from the database.

Move: Removes a record from its current location and places it in a new location.

Copy: Copies a record from one location to another.

Paste: Pastes a moved or copied item to a new location.

Data area:	The area where the data specific to the page is displayed. The application has four basic types of page: list pages, addition pages, update pages, and delete pages. In addition, reports provide printable view pages.
Go To	Click Go To access your home page and the Lawson Support Center web page. If you are using this application with other Lawson applications, you can also access reports from the Go To menu.
Help	Click Help to access the page's online help.

Preferences	If you are using this application with other Lawson applications, click Preferences to access the Lawson Portal Content and User Options menus. Use the Content link to customize your home page.

Chapter 2

Accessing and Personalizing the Application

The system administrator does most of the customizing. However, as a user, you can customize your own home page. "Logging In to the Application"

- "Personalizing Your Home Page"
- "Personalizing Your Lawson Portal Home Page"
- "Changing Your Password"

Logging In to the Application

This application is a web-based application. To log in, you must receive a user ID and password from your system administrator or web administrator.

Personalizing Your Home Page

IMPORTANT If you are using this application with other Lawson applications (such as Human Resources or Project Accounting), you use the Lawson Portal to customize your home page, and this section does not apply to you.

TIP If the value assigned to you is All Panels, the dashboard is empty by default; it is your responsibility to select all the panels that you want to display on the dashboard.

When you first log in, you view one of two pages:

- If your system administrator defined your user account with a Dashboard Entry Screen value of none, the Home page appears with a Lawson logo. You cannot personalize this page.
  - If your system administrator defined your user account with a Dashboard Entry Screen value other than none, your “Today” page appears with your name and the application name. Depending on the Dashboard Entry Screen value assigned to you, a number of panels may appear. This view is referred to as a dashboard.
- You can personalize your dashboard, by adding or removing panels or changing the look of the panels.

What Is a Dashboard?

The dashboard is the set of panels that appears on your home page when you log in. Each panel provides real-time information about your timecard status or timecard approvals. For example, a dashboard can show the timecards awaiting your approval. The dashboard can also provide links to the detail pages for the displayed items.

Your Dashboard Entry Screen setting determines the set of panels you have access to.

Lawson provides a set of predefined dashboards. The system administrator defines which predefined dashboard appears on your home page, as well as, which default panels appear on each dashboard. The system administrator can also define dashboards and dashboard panels that are specific to your organization, and you can add or remove non-default dashboard panels from your own dashboard.

Personalizing Your Dashboards

You can change your dashboard display as follows:

- Refresh the data on individual panels
- Collapse or expand any individual dashboard panel
- Move a panel
- Change the midpoint setting on the dashboard
- Display the left column only, the right column only, or both columns
- Add a new panel
- Change the color scheme of your panels

The following table describes how to perform these tasks.

Procedure	**Steps**
Refreshing a panel	Click the Refresh icon in the upper right corner of the panel you want to refresh
Collapsing or expanding a panel	Click Collapse/Expand icon of the panel that you want to expand or collapse.
Moving a panel	1. Drag the panel that you want to move. 2. Click the Save button to save the new layout.
Changing the midpoint setting on the dashboard.	1. Position your cursor between dashboards the two columns. 2. When the vertical line cross-hair indicator appears, drag the line to the new position. 3. Click the Save button to save the new layout. **TIP** To reset the midpoint setting to its original position, select Reset Midpoint on the Region tab.

Procedure	Steps
Selecting a column to display	Selecting a column to display Select the appropri on the Region tab: • To display only the left column, select Maximize Left Column. • To display only the right column, select Maximize Right Column. • To display both columns, select Reset Midpoint.
Selecting the panels that appear on your dashboard	**NOTE** You can display a maximum of eight panels on your dashboard. You cannot remove default panels from your dashboard. • To add a panel to your dashboard: a. Click the Personalize Your Dashboard link. b. On Dashboard Personalization, click the View check box for each of the panels that you want to add. • To preview a panel, click the panel description. The panel appears in the Dashboard Preview box. c. Click the Save button to display the new panel or panels your "Today" page. • To remove a panel from Your dashboard a. On Dashboard Personalization, deselect the panel you want to remove. b. Click the Save button.

Procedure	Steps
Changing the color scheme of a panel	1. Click the Personalize Your Dashboard link. 2. On Dashboard Personalization, in the Dashboard Color Schemes box, select the color scheme that you want to apply. 3. To preview the new color scheme, click the Apply Default Color Scheme check box and click the name of the panel that you want to apply the color to. 4. To apply the color scheme to another panel, click the name of the panel. or To apply the new color scheme to all the dashboard panels, click the Default Scheme to All Panels button. or To apply a different color scheme to any panel, panel, repeat steps 2and 3. 5. Click the Save button to display the changed panel or panels on your “Today” page.

Personalizing Your Lawson Portal Home Page

IMPORTANT If your configuration is standalone (not integrated with Lawson applications), you are must use the dashboard feature to personalize your home page, and this section does not apply to you.

When you first log in to the portal, the application displays the home page. You can personalize what appears on your home page.

The Lawson portal lets you:

- Select the navigation links (also called bookmarks) that appear on your Home tab
- Select the content items that you want to monitor every time you log in.
- For example, you might want to display your action items, your assignments, and your reported time and expenses. Each content item you select appears as a separate panel on your home page. Each panel provides real-time information about activities or projects assigned to you or your resources, and possible links to specific activities.
- Define shortcuts to locations that you need to access (URLs, servers, documents, and soon)
- Rearrange the position of content items on your home page
- Resize, maximize, minimize, or remove content items
- Expand an item to fill the content area

STEPS To personalize your Lawson Portal Home window

- See Getting Started with the Lawson Portal.

Changing Your Password

The system administrator defines the original user ID and password you use to login to the application. You cannot change your user ID, but you can change your password.

IMPORTANT The system administrator does not know your new password. But the system administrator can always reset your password. If you forget your password, the system administrator can assign you a new password. You can then change the password on Password Change.

STEPS To change your password

- Log in to the application with your current user ID and password.
- In the Time region, click Password Change.
- On Password Change, consider the following fields.

Enter Current Password	Type the password you logged in with.
Enter New Password	Type your new password.
Confirm New Password	Retype your new password for confirmation.

- Click the Save button.
- Exit the application and log in again using your new password.

Chapter 3

Entering and Submitting Timecards

This chapter describes how to enter and submit a timecard or proxy timecard, and how to approve timecards or proxy timecards if you are an approver.

Concepts in This Chapter

The following concept provides background and conceptual information for the procedures in the procedures within this chapter.

What Is a Timecard Display?

A timecard display represents the timecard layout as it appears to a time reporter. The system administrator defines timecard displays. A timecard display determines which fields appear to a time reporter, in what order, and which fields are required.

A timecard display is usually assigned to an employee or consultant group and defaults to the employees or consultants that belong to the group. The system administrator can also assign a different time display to specific employees or consultant within a group.

When you enter time as a proxy for another resource, the timecard layout that displays for the other resource is that corresponding to the timecard display assigned to that resource. .

The timecard display also determines the default presentation of the timecard. The system administrator can determine whether the default view of a timecard will be in detail or spreadsheet format, and whether the timecard dates that display will be daily (today's date), weekly (the current week's dates), or pay period (all the days in the pay period). The time reporter can toggle the spreadsheet and detail views at wish and can select a different set of dates to display.

How Does ProcessFlow Work with Time Management? (not implemented)

When your organization uses ProcessFlow, ProcessFlow assumes all the approval routing for timecards, timecard rejections, adjustments, and absence requests. The routing is completely customized. Some actions may be added. Some actions may be automated. For example, you may receive an automatic e-mail when a timecard is awaiting your approval.

A flow may have more actions than the standard time approval and rejection actions. At the minimum it should retain at least one Approval action.

Note The system does provide the default capability of having time records automatically approved when submitted, but it is not likely that an organization that decides to use ProcessFlow would not take advantage its functionality.

The main difference in processing approvals for timecards, timecard adjustments, or absence requests with ProcessFlow, from the user's point of view, is that the records that await your approval are accessed in the Inbox region on the Home tab, under Inbox > Time.

Your administrator decides at the organization level whether timecards can be processed at the time record level.

If you are approving timecards at the timecard level, the timecard links appear under Inbox > Time > Timecards.

- If you are approving timecards at the detail level, the time record links appear on separate lines under Inbox > Time > Time Records and get approved one at a time. However, you can also select all the time records in a timecard to approve or reject them together.

NOTE Because ProcessFlow provides unlimited flexibility to flow designers, and a flow can call another flow, you could have both timecard and time records awaiting your approval or rejection at any given time.

- If your organization uses Absence Management, absence request links appear under Inbox > Time > Absence Requests.

NOTE The Absence Requests bookmark does not appear if your organization does not use Absence Management.

If you are a proxy for another approver, the proxy time records appear under the Inbox > Time > Proxy Time Inbox bookmarks. You must select a proxy to display the records.

If your organization uses ProcessFlow, all Time Management users are automatically set up as ProcessFlow users. You will see all the Inbox > Time bookmarks applicable to your organization, whether or not you ever receive a time record to process.
The actions that you can take depend entirely on how the flow is designed. All time records appear with one or more action buttons and a magnifying glass icon that lets you view the timecard, time record, or absence request detail in view only mode.

⚠ **CAUTION** Be aware that clicking an action button performs the action. For example, if you click Approve on a timecard link, the timecard is approved and is sent to the next stage in the flow without giving you a chance to review the detail record. Before clicking any action button for any record you are asked to take action on, you would probably want to use the magnifying glass icon to review the record.

Procedures in This Chapter

This section includes the following procedures.

- "Entering and Submitting Timecards or Proxy Timecards"
- "Copying a Prior Timecard or Proxy Timecard"
- "Approving Timecards or Proxy Timecards"

Entering and Submitting Timecards or Proxy Timecards

Use this procedure to submit a timecard for yourself or for another resource.

IMPORTANT The information that displays and that you are required to provide on your timecard or the timecard you are submitting as a proxy depends on the timecard display assigned to you or the resource you are proxy for. Your organization has total flexibility in this respect.

Need More Details? Check out the following concepts:

- "What Is the Most Used Work List?"
- "What Are Time Proxies?"

Entering and Submitting Your Timecard Data

Use this procedure to enter and submit your own timecard data.

STEPS To enter and submit your timecard data

1. In the Time region, select Timecard. Timecard appears. The status that displays can be one of the following.

Open	Appears when he timecard is fully available to accept modifications and new time lines.
Closed	Appears when the timecard has been submitted using the Submit and Close option. No new lines can be added but existing lines that have been rejected can be modified.
Locked	Appears after the predefined “locked after days” time period has elapsed. No modifications or new lines are allowed.

2. On Timecard, select the day, week, or pay period you want to enter time for.
   a) In the View field, select Daily, Weekly, or Pay period.
   b) Click the calendar icon to select a date that is included in the day, week, or pay period.

   The system displays the day you selected (View = Daily), or the beginning and end date for the week or pay period you selected (View = Weekly or Pay Period).

3. Enter your time.

IMPORTANT The information you are required to provide depends on the timecard display assigned to you.

Useful tips:

- If you expect your timecard to be almost identical to the previous pay period, you can save yourself time by copying the previous timecard into your current timecard.

i. On your current timecard, click the Copy Previous Timecard button.

   Copy Timecard displays the previous timecard along with the dates for the new timecards. Highlighted dates indicate that the selected assignments are not valid for these dates on the new timecard.

ii. If you do not want to copy the timelines with the timecard, select Delete existing timelines?

iii. Click Finish to copy the timecard to the pay period from which you initiated the copy.

The timecard appears with all the assignments that are valid; you'll need to specify new assignments for the blank lines.

- Depending on the Lawson applications you are integrated with, you may be asked to enter account categories and activities (Project Accounting) and/or pay codes (Payroll) for the hours that you report.

IMPORTANT If you associate any activities with any of your time lines, your timecard will need to go through the billing approval process.

- You can toggle between detail view and spreadsheet view.
- To insert an entry line so you can assign more than one activity or pay code to a day, click the plus (+) icon next to the day or task.
- You can also use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy, and the paste icon on the line you want to copy to).
- Use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy from, and the paste icon on the line you want to copy to).
- Use the Print button at any time to print the timecard without any of the portal frames.

4. Click the Save button to save your time.
5. Optional. Click the Validate button to make sure your timecard does not violate established policies.

The system administrator defines policies using the Policy Editor.

6. If you are ready to submit all or part of your timecard, select one of the following operations.
    - If your timecard display lets you submit timecard lines separately (Submit check box appears for each line), check each line you want to submit and click the Line Submit button.
    - This option is most useful if you are not viewing the entire pay period and you might want to submit a biweekly pay period one week at a time).
    - If you do not have the Line Submit option and you want to submit every line that is visible on the timecard page, click the Submit button.
    - If your timecard is complete for the entire pay period and you can view the entire pay period on the page, click the Submit and Close button.

7. On Timecard Submit Confirmation, click Confirm to submit, or Cancel to not submit.

IMPORTANT After you submit the timecard, you can no longer change it on this page unless it is rejected. If a timecard is rejected (totally or partially), changes can be made on the timecard page to all lines (Open status) or existing lines (Closed status) as long as the "locked after days" period has not elapsed. Adding new lines to closed timecards, or making any modifications to Locked timecards requires an adjustment process. You can submit adjustments by selecting Time Adjustments in the Time region.

Entering and Submitting Proxy Timecard Data

Use this procedure to enter and submit timecard data for a resource that you are a designated proxy for.

STEPS **To enter and submit proxy timecard data**

1. In the Time region, select Timecard.
2. On the Region tab, select Proxy Timecard. Proxy Timecard
3. In the Filter Criteria section, select the name of the resource you want to display that appears
4. On Timecard, select the day, week, or pay period you want to enter the time for.
5. Enter the proxy time.

NOTE The timecard display that appears is the display assigned to the "Proxy For" resource.

The information you are required to provide depends on the timecard display assigned to the resource you are entering time for.

Useful tips:

- If you expect your timecard to be almost identical to the previous pay period, you can save yourself time by copying the previous timecard into your current timecard.

    i. On your current timecard, click the Copy Previous Timecard button.

Copy Timecard displays the previous timecard along with the dates for the new timecards. Highlighted dates indicate that the selected assignments are not valid for these dates on the new timecard.

ii. If you do not want to copy the timelines with the timecard, select Delete existing timelines?

iii. Click Finish to copy the timecard to the pay period from which you initiated the copy.

The timecard appears with all the assignments that are valid; you'll need to specify new assignments for the blank lines.

- Depending on the Lawson applications you are integrated with, you may be asked to enter account categories and activities (Project Accounting) and/or pay codes (Payroll) for the hours that you report.

IMPORTANT If you associate any activities with any of your time lines, your timecard will need to go through the billing approval process.

- You can toggle between detail view and spreadsheet view.
- To insert an entry line so you can assign more than one task to a day, click the plus (+) icon next to the day or task.
- You can also use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy, and the paste icon on the line you want to copy to).
- Use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy from, and the paste icon on the line you want to copy to).
- Use the Print button at any time to print the timecard without any of the portal frames.

6. Save or Submit the proxy timecard, as described in the previous procedure.
7. Click the Save button to save your time.
8. Optional. Click the Validate button to make sure your timecard does not violate established policies.

   The system administrator defines policies using the Policy Editor.

9. If you are ready to submit all or part of your timecard, select one of the following operations.
   - If your timecard display lets you submit timecard lines separately (Submit check box appears for each line), check each line you want to submit and click the Line Submit button.
   - This option is most useful if you are not viewing the entire pay period and you might want to submit a biweekly pay period one week at a time).
   - If you do not have the Line Submit option and you want to submit every line that is visible on the timecard page, click the Submit button.
   - If your timecard is complete for the entire pay period and you can view the entire pay period on the page, click the Submit and Close button.

10. On Timecard Submit Confirmation, click Confirm to submit, or Cancel to not submit.

IMPORTANT After you submit the timecard, you can no longer change it on this page unless it is rejected. If a timecard is rejected (totally or partially), changes can be made on the timecard page to all lines (Open status) or existing lines (Closed status) as long as the "locked after days" period has not elapsed. Adding new lines to Closed timecards, or making any modifications to Locked timecards requires an adjustment process. You can submit adjustments by selecting Time Adjustments in the Time region.

Copying a Prior Timecard or Proxy Timecard

You can save yourself some data entry time by copying a prior timecard or proxy timecard into another pay period.

STEPS To copy a prior timecard or proxy timecard

1. In the Time region, click Prior Timecards
2. On the Region tab, click My Prior Timecards or Proxy Prior Timecards.
3. Display the timecard you want to copy.
   - If you are copying your own timecard:
     i. In the Filter Criteria section, if needed, enter a date range applicable to the timecard you are trying to locate.
     ii. Click Filter to display the timecard you are trying to locate.
   - If you are copying a proxy timecard:

     i. In the Filter Criteria section, select the resource for which you are entering time.

     ii. If needed, enter a date range.

     iii. Click Filter to display the timecard you are trying to locate.

     In the Filter Criteria section, select the resource for which you are entering time
4. Click the Copy icon for the timecard you want to copy.

Copy Timecard appears.

5. On Copy Timecard, select the pay period you want to copy to.

   The application displays the two timecards side by side. Typically, the application tries to match the first day of the new pay period with the corresponding day of the week in the prior timecard. For example, The application will match Wednesday June 16th with Wednesday June 2nd and ripple down from that point.

   Dates highlighted in yellow indicate that the assignments will not be valid for the new dates.

6. Optional. If the dates displayed do not match what you want to see, select different dates. Select the first date in one of the fields, and click the Push button to have the remaining dates ripple down to the last visible date.

   If a day is blank, clicking the Push button will blank all the dates and let you start from scratch.

   Whether you accept the system defaults or you move the dates around, the system will highlight any assignments of the prior timecard that do not match your new timecard and will therefore not be copied.
7. If you do not want to copy the timelines, select “Delete existing timelines?” Only summary lines will be copied.
8. When you are satisfied with what you want to copy, click the Finish button.

   The system navigates to the selected timecard pay period. You can make changes the timecard.
9. If you do not like the resulting timecard, you can repeat the process and completely overwrite the previous copy.

Approving Timecards or Proxy Timecards

IMPORTANT If your organization uses ProcessFlow, this procedure may have substantial variations.

Use this procedure to approve (or reject) timecards reports or proxy timecards.

Need More Details? Check out the following concepts:

- "What Are Time Proxies?"
- "How Does ProcessFlow Work with Time Management?"

Approving a Timecard

Use this procedure to review and approve (or reject) a timecard.

Before you start To approve a resource’s timecard, you must be designated as an approver on the resource’s timecard approval route or process flow.

Timecards must have a status of Submitted to be forwarded to approvers.

STEPS To approve a timecard

1. Access the timecard you want to approve.

Before you start If you use ProcessFlow, timecard or time record link appears under Inbox > Time > Timecards if approval is defined at the timecard level or Inbox > Time > Time Records if approval is defined at the time record level. Click the magnifying glass icon next to the link to review the timecard or time record detail in view only mode. Click the appropriate action button to approve or reject the timecard or time record. "How Does ProcessFlow Work with Time Management?"

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a. In the Time region select Time Approval. Timecard Approval appears with all the resources and timecard dates that are awaiting approval.

b. In the Filter Criteria section, select any of the following criteria to display the resources and timecard dates that you want to approve or reject:

Resource Name	Type the name of the resource to display the timecards that match the name.
Reported After	Select the date to display the timecards that were submitted after the specified date.
Activity Code	Type an activity code to display the timecards that match the activity code.
Activity Description	Type an activity description to display the timecards that match the activity description.
Status	By default the system displays timecards that have been submitted and are awaiting approval (Submitted status). Select Approved to view only approved timecards. Select View Only to view timecards without editing them. Select Override to display timecards that are or will be routed to you and that you want to approve or reject immediately (thus overriding the routing order). **NOTE** An approval route needs to be defined for this functionality to work.

c. Click the plus (+) icon next to the resource and pay period you want to review for approval. The timecard detail appears.

The approver sees the timecard in the same format as it was entered (dependent on the resource's timecard display).

2. Approve or reject the timecard.

NOTE If you use ProcessFlow, you approve or reject a timecard or a time record directly from the Inbox. There may also be other actions you are asked to perform.

a. To approve the entire timecard, select the Approve column heading.

-or-

To approve only some of the items, select the Approve check box for the items.

-or-

To reject the entire timecard select the Reject column heading.

-or-

To reject only some of the items, select the Reject check box for the items.

When a time approver rejects a timecard (or only some of the items), he can enter a reason in the Comment textbox.

i. Click the balloon icon under the Comments column of the timecard (or the Comments column that corresponds to the item). The Comments window opens.
ii. Type the reason why the timecard (or the item) was rejected.
iii. Optional. When rejecting the entire timecard and the comment is applicable to a certain activity, choose that activity from the Activity list.
iv. Select the comment type.
v. Click the Save button.
vi. Close the Comments window.

IMPORTANT Each item in the timecard must be flagged as Approve or Reject before you can save it.

b. Click the Save button. The timecard disappears from the page.

Approving a Proxy Timecard

Use this procedure to review and approve (or reject) a proxy timecard.

Before you start To approve a proxy timecard, you must be a designated proxy for a designated timecard approver.

Timecards must have a status of Submitted to be forwarded to approvers.

STEPS To approve a proxy timecard

1. Access the proxy timecard or time record you want to approve.

Before you start If you use ProcessFlow, the timecard or time record link appears under Inbox > Time > Proxy Time Inbox > Timecards if approval is defined at the timecard level or Inbox > Time > Proxy Time Inbox > Time Records if approval is defined at the time record level. You must choose the proxy name to view the records. Click the magnifying glass icon next to the link to review the timecard or time record detail in view only mode. Click the appropriate action button to approve or reject the time record."How Does ProcessFlow Work with Time Management?"

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a. In the Time region select Time Approval.

b. On the Region tab, select Proxy Timecards. Proxy Timecard Approval appears.

c. In the Filter Criteria section, select any of the following criteria to display the resources and timecard dates that you want to approve or reject on behalf of the selected proxy:

Proxy For	Required. Select the name of the proxy on whose behalf you want to approve timecard adjustments.
Resource Name	Type the name of the resource to display the timecards that match the name.
Reported After	Select the date to display the timecards that were submitted after the specified date.
Activity Code	Type an activity code to display the timecards that match the activity code.
Activity Description	Type an activity description to display the timecards that match the activity description.
Status	By default the system displays timecards that have been submitted and are awaiting approval (Submitted status). Select Approved to view only approved timecards. Select View Only to view timecards without editing them. Select Override to display timecards that are or will be routed to you and that you want to approve or reject immediately (thus overriding the routing order).

d. Click the plus (+) icon next to the resource and pay period you want to review for approval. The timecard detail appears.

The approver sees the timecard in the same format as it was entered (dependent on the re

2. Approve or reject the timecard.

NOTE If you use ProcessFlow, you approve or reject a timecard or a time record directly from the Inbox. There may also be other actions you are asked to perform.

a. To approve the entire timecard, select the Approve column heading.

   -or-

   To approve only some of the items, select the Approve check box for the items.

   -or-

   To reject the entire timecard select the Reject column heading.

   -or-

   To reject only some of the items, select the Reject check box for the items.

   When a time approver rejects a timecard (or only some of the items), he can enter a reason in the Comment textbox.

   i. Click the balloon icon under the Comments column of the timecard (or the Comments column that corresponds to the item). The Comments window opens.
   ii. Type the reason why the timecard (or the item) was rejected.
   iii. Optional. When rejecting the entire timecard and the comment is applicable to a certain activity, choose that activity from the Activity list.
   iv. Select the comment type.
   v. Click the Save button.
   vi. Close the Comments window.

IMPORTANT Each item in the timecard must be flagged as Approve or Reject before you can save it.

b. Click the Save button. The timecard disappears from the page.
on their associated pay period's Locked After Days value. A Locked status is different from a Closed status. A Closed status is based on a Submit and Close Action performed by a Time Reporter. Timecards that are Closed and Approved are eligible to be adjusted. The ability to adjust a timecard is not tied to any process the timecard goes through when interfaced with the Payroll application.

Chapter 4

Using the Most Used Work list

This chapter describes how to maintain the most used worklist.

Concepts in This Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What Is the Most Used Work List?"
- "What Are Self-Assigned Activities?"

What Is the Most Used Work List?

The *most used work list* is a list that contains the activities you use most frequently in timecards. The values contained in this list appear in drop-down lists when the resource enters time for an activity.

The Time Management application builds your *most used work list* from the activities imported from the Project Accounting application or assigned to you in the Financial Admin region, and from the tasks you assign yourself to.

You can also add and remove self-assigned activities manually from your most used work list.

In order to be selectable on the timecard, an activity must be flagged as Display.

What Are Self-Assigned Activities?

If projects are defined and maintained in the Lawson Project Accounting application, activities are triggered to the Time Management application. If the integration settings permit it, users can self-assign to activities.

There are two ways you can assign yourself to an activity.

- You can manually add an activity to your most used work list.
- When entering a timecard, you can click the magnifying glass icon next to the Assignment/Activity field and search for the activity you want to assign yourself to.

IMPORTANT If you use the Lawson Project Accounting application to define and maintain your projects, the activities in the work list are all imported from Project Accounting. You can self-assign to an activity only if the integration settings (defined by the system administrator) allow users in the application to self-assign to Project Accounting activities). If you use a non-Lawson project management system, the system administrator can define activities in the Financial Admin region and make these activities self-assignable.

Procedures in This Chapter

This section includes the following procedures

- "Maintaining the Most Used Work List"

Maintaining the Most Used Work List

Use this procedure to maintain the most used work list.

The most used work list contains the activities most frequently associated with your timecards.

Activities can be imported from the Lawson Project Accounting application or defined in the Financial Admin region by a system administrator.

The system builds the list automatically with activities that you are assigned to and activities that you self-assign to any time you select an activity on your timecard that does not already appear on the list. However, you can also add or remove self-assigned items manually from the list. Whatever appears on the list and is flagged as Display will be selectable in drop-down lists.

Need More Details? Check out the following concepts:

- "What Is the Most Used Work List?"
- "What Are Self-Assigned Activities?"

STEPS **To assign yourself to an activity**

IMPORTANT Adding an activity to your work list is equivalent to assigning yourself to that activity. If your configuration imports tasks Project Accounting, your site must be set to allow self-assignment of AC activities. If the activities are defined in the Financial Admin region, you can only self-assign to activities defined to allow self-assignment.

1. In the Time region, select Work List. Most Used Work List appears.
2. To add more activities to the list, click the Add button.
3. On Select an Activity, check any of the activities you want to add to the list.
4. Click Save to add the activities to the most used work list.
5. On Most Used Work List, control which activities can be selected (drop-down list) by selecting or deselecting the Display check box.

STEPS **To remove an activity from your most used work list**

NOTE Removing an activity from the list does not remove it from the system. You will be able to reassign yourself to the activity again if necessary. The system does not let you remove current activities against which time or expenses have already been reported.

1. Click the Delete icon next to the assignment you want to remove.
2. On Assignment Delete select the Check to Confirm check box and choose the Delete button.

Chapter 5

Maintaining Time Proxies

This chapter describes how to assign proxies that can enter or approve timecards on your behalf.

Concepts in This Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What Are Time Proxies?"

What Are Time Proxies?

A time proxy is a resource that enters or approves timecards on another resource's behalf for a specific period of time.

Registry settings let the system administrator determine for the entire organization whether resources can assign proxies to enter or approve timecards on their behalf. The Create Time Proxies bookmark appears in the Time region only if resources are allowed to create time proxies. The system administrator can always assign time proxies on behalf of any resource in the System Admin region.

The same proxy can be assigned to both enter and approve timecards on behalf of another resource. However, each role requires a separate assignment.

A resource can assign a proxy to enter time either for a date range or for a specific pay period.

A resource can assign multiple proxies for the same period range.

A resource can also authorize a proxy to enter time for the selected date range or pay period at a time outside the date range or pay period.

For example, If the resource selects this option, the proxy could enter time in February for a January pay period.

Procedures in This Chapter

This section includes the following procedures

- "Defining, Maintaining, or Deleting Time Entry Proxies"
- "Defining, Modifying, or Deleting Time Approval Proxies"

Defining, Maintaining, or Deleting Time Entry Proxies

Use the procedures in this section to maintain proxies that can enter and submit timecards on your behalf.

Before you start Registry settings let the system administrator determine for the entire organization whether you can self-assign proxies in the Time region. The Create Time Proxies bookmark appears in the Time region only if you are allowed to self-assign time proxies.

The system administrator can always assign time proxies on behalf of any resource in the Time Admin region.

Need More Details? Check out the following concepts:

- "What Are Time Proxies?"

This section includes the following topics:

- "Defining a Single Time Entry Proxy"
- "Defining Multiple Time Entry Proxies"
- "Viewing or Modifying a Time Entry Proxy"
- "Deleting a Time Entry Proxy"

Defining a Single Time Entry Proxy

Use this procedure to define a single time entry proxy.

STEPS **To define a single time entry proxy**

1. In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
2. On Time Entry Proxy List, click the Add button to access Time Entry Proxy Add.
3. On Time Entry Proxy Add, consider the following fields.

Proxy	Required. Click the magnifying glass icon to locate and select the resource you want as a proxy.

Beginning Time Line Date	Start of active proxy time frame.
Ending Time Line Date	End of active proxy time frame
Pay Period	Optional. If you do not enter dates, you must select a pay period for which the proxy is in effect. If you select a pay period, you cannot enter a begin or end date.
Access outside date range	Indicate whether the proxy can enter time for the selected date range or period even outside of the date range or period. The default is No. If you select Yes, a proxy could, for example, enter time for you in February for a January pay period (assuming that is the pay period you assigned the proxy for).

4. Click Save to save the proxy and return to the proxy list, or click Add+ to save the proxy and define another proxy.

Defining Multiple Time Entry Proxies

Use this procedure to define multiple time entry proxies.

STEPS To define multiple time entry proxies at a time

1. Access Time Entry Proxy Add.
   a. In the Time region, click Create Time Proxies. Time Entry Proxy List appears.
   b. On Time Entry Proxy List, click the Multiple Add button. Time Entry Proxy Add (Add Multiple Proxy) appears.

2. On Time Entry Proxy Add, consider the following fields.

Proxy	Required. The resource or resources who are going to enter time on your behalf. Click the magnifying glass icon In the pop-up box, use the Filter Criteria section to display the resources you want to select, and click Filter. Select the resources. Click Add+ to save the resources and locate some more resources. or If you have selected all the resources you need, click Add to place the resources in the Proxy field.
Beginning Time Line Date	Start of active proxy time frame.
Ending Time Line Date	End of active proxy time frame

Access outside date range	Permits the Proxy By to act as a proxy outside of the date range or pay period.

5. Save the Proxy assignment.
   - To save the proxy, click the Save button.

   –or –
   - To save the proxy and clear the fields for another proxy, click the Add+ button.

   The system creates a proxy for each proxy resource that you selected.

Viewing or Modifying a Time Entry Proxy

Use this procedure to view or modify a time entry proxy.

STEPS To view or modify a proxy

1. On Time Entry Proxy List, click the proxy name to access Time Entry multiple proxies one Proxy Update.
2. On Time Entry Proxy Update, modify any of the fields, including the proxy whether the proxies name, and click Save.

Deleting a Time Entry Proxy

Use this procedure to delete a time entry proxy.

STEPS To delete a time entry proxy

1. On Time Entry Proxy List, select the Delete check box for each proxy you want to delete and click the Delete button.

   A dialog box prompts you to confirm whether you want to delete the selected proxies.
2. Click OK to confirm the delete operation.

   or

   Click Cancel to abort the delete operation.

Defining, Modifying, or Deleting Time Approval Proxies

Use the procedures in this section to maintain proxies that can approve timecards on your behalf.

Before you start Registry settings let the system administrator determine for the entire organization whether you can self-assign proxies in the Time region. The Create Time Proxies bookmark appears in the Time region only if you are allowed to self-assign time proxies.

The system administrator can always assign time proxies on behalf of any resource in the Time Admin region.

Need More Details? Check out the following concepts:

- "What Are Time Proxies?"

This section includes the following topics:

- "Defining a Single Time Approval Proxy"
- "Defining Multiple Time Approval Proxies at a Time"
- "Viewing or Modifying a Time Approval Proxy"
- "Deleting a Time Approval Proxy"

Defining a Single Time Approval Proxy

Use this procedure to define a single time entry proxy.

Use this procedure to define are source that can approve timecards only our behalf.

STEPS To define a single time approval proxy

1 In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
2 On the Region tab, select Timecard Approval Proxy. Time Approval Proxy List appears.
3 On Time Approval Proxy List, click the Add button to access Time Approval Proxy Add.
4 On Time Approval Proxy Add, consider the following fields.

Proxy	Required. Click the magnifying glass icon to locate and select the resource you want as a proxy.
Start Date	Required. Type or select the date that the proxy can start approving timecards on your behalf.
Finish Date	Optional. Type or select the last day that the proxy can approve timecards on your behalf. If you leave this field blank, the proxy is valid until you enter a finish date or delete the proxy.

5. Click Save to save the proxy and return to the proxy list, or click Add+ to save the proxy and define another proxy.

Defining Multiple Time Approval Proxies at a Time

Use this procedure to define multiple time approval proxies at a time.

STEPS To define multiple time approval proxies at a time

1 In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
2 On the Region tab, select Timecard Approval Proxy. Time Approval Proxy List appears.
3 On Time Approval Proxy List, click the Multiple Add button to access Time Approval Proxy Add.

4 On Time Entry Proxy Add. Consider the following fields.

Proxy	Required. The resource or resources who are going to approve timecards on your behalf. Click the magnifying glass icon In the pop-up box, use the filter Criteria section to display the resources you want to select, and click Filter. Select the resources. Click Add+ to save the resources and locate some more resources. Or If you have selected all the resources you need, Click Add to place the resource in the Proxy field.
Start Date	Required. Type or select the date that the proxy can start approving timecards on your behalf.
Finish Date	Optional. Type or select the last day that the proxy can approve timecards on your behalf. If you leave this field blank, the proxy is valid until you enter a finish date or delete the proxy.

5. Save the Proxy assignment.

- To save the proxy, click the Save button. –or –
- To save the proxy and clear the fields for another proxy, click the Add+ button.

The system creates a proxy for each proxy resource that you selected.

Viewing or Modifying a Time Approval Proxy

Use this procedure to view or modify a time approval proxy.

STEPS To view or modify a time approval proxy

1 On Time Approval Proxy List, click the proxy name to access Time Approval Proxy Update.
2 On Time Approval Proxy Update, modify any of the fields, including the proxy name, and click Save.

Deleting a Time Approval Proxy

Use this procedure to delete a time approval proxy.

STEPS To delete a time approval proxy

1. On Time Approval Proxy List, select the Delete check box for each proxy you want

to delete and click the Delete button.

A dialog box prompts you to confirm whether you want to delete the selected proxies.

2. Click OK to confirm the delete operation. or Click Cancel to abort the delete operation.

Chapter 6

Viewing and Managing Absence Balances

This chapter is relevant only if your Time Management application uses the Human Resources and Payroll applications with integrated Time Accrual (Lawson 8.0.3 applications) or Absence Management (Lawson 8.1.0 and 9.0.0 applications) or Government Human Resources System (GHRS).

If you are interfaced with Lawson Absence Management or GHRS, in addition to being able to view your absence balances, you can also submit absence requests in the Time Management application. If you are on an approval routing list for Absence Management, you can also approve (or reject) absence requests in Time Management.

Concepts in This Chapter

The following concepts provide background and conceptual information for the procedures within this chapter

- "What is Absence Management?"

What is Absence Management?

Before you start The standard Absence Management functionality is available for organizations that use the Lawson 8.1.0 or 9.0.x Human Resources and Payroll applications with integrated Absence Management. **Note:** Lawson Time Management is integrated with GHRS at the State of New Hampshire.

The Lawson Absence Management and GHRS applications are an absence tracking application that allows organizations to manage, track, and report vacation and sick plans, as well as leave of absences. Absence Management provides:

- Flexible, rules-based plans and calculation methods
- Automated employee plan enrollment and terminations
- Absence trend analysis
- FMLA tracking
- Attendance tracking

At a high level, you create absence plans based on rules and calculations that determine enrollment requirements, length of service, limits, and so on. You can base each plan on numbers of hours worked or on cycles such as month, weekly, or yearly. Employees can be enrolled automatically or manually. You can transfer employees from one plan to another plan.

Lawson Absence Management requires the Lawson Human Resources application and the Lawson Payroll application to integrate with the Time Management application. Integration with payroll applications includes both Lawson Payroll and GHRS and the integration provides:

- Automatic time record updates from Payroll time record programs.
- Time record edits against negative plan balances.
- Print absence plan balances on employee paychecks.
- Create time records for plan payouts.

When integrated with the Time Management application, the Absence Management application triggers or interfaces absence plan and absence balance data to Time Management.

When an employee submits an absence request in Time Management and that absence request is approved, the absence is automatically recorded on the appropriate timecard. The employee can remove or change the absence information on the timecard; otherwise the timeline for the absence is automatically approved when the timecard is submitted. When the pay period containing the absence is interfaced to the Payroll application and payroll is processed, the absence balances are updated in Absence Management.

All Payroll and Absence Management setup data must be defined in the Human Resources, Payroll, and Absence Management applications (GHRS & Lawson)

If an absence request approval route is required, the system administrator must make sure to assign one at the employee group or employee level. Absence request routes are defined in the same way as time entry or time approval routes.

Procedures in This Chapter

This section includes the following procedures.

- "Managing Absences"

Managing Absences

The Lawson Time Management application can integrate with the Lawson Absence Management and the State of New Hampshire GHRS applications to let users monitor their absence balances and request absences.

The Time Management users can perform the following procedures:

- Viewing Absence Balances for Self or Proxy.
- "Submitting an Absence Request"
- "Updating or Deleting an Absence Request"
- "Approving or Rejecting an Absence Request or Proxy Absence Request"

Viewing Absence Balances for Self or Proxy

Time reporters have access to their current absence balances.

STEPS To view absence balances for self or proxy

1. In the Time Region click Absence. Your personal balances display by default (My balances link)

2. Optional, To view balances for a proxy:
    a. On the Region tab, click Balances Proxy
    b. In the Filter Criteria section, select the name of the personal you are proxy for and click Filter.
3. On Absence Plan Balances, consider the following fields

Reserved	This field is triggered from the Absence Management application. It displays the number of Reserved hours in the application as of the displayed date. The reserve balance represents earned absence hours that are not affected by limit rules, but can be used by employees only as designated by the reason code. For example, an organization that changes the way it computes sick time, could put in reserve hours earned under the old plan to be used only under certain circumstances.

Available	This field is triggered from the Absence Management application. It displays the number of available absence hours in the application as of the displayed date. This number can include carryover hours from the previous years as well as hours accrued in the current year.
Pending	This field is maintained in the Time Management application and applies to the current period. Pending hours represent absences that have been requested but are not yet approved.
Approved	This field is maintained in the Time Management application and applies to the current period. Approved hours represent approved absences for the current pay period.
Rejected	This field is maintained in the Time Management application and applies to the current period. Rejected hours represent absences that were requested and rejected in the current pay period.
Reported	This field is maintained in the Time Management application and applies to the current period. Reported hours represent absences that have been reported on the period's timecard. **NOTE** Approved absence requests are automatically entered on the appropriate timecards.
Balance	This field is maintained in the Time Management application and applies to the current period. Balance represents the available hours as of the end of the pay period, as computed by the Time Management application.

4. Optional. To view future already submitted absence requests applying to a later pay period, click the Future link.

   The system displays absences requested and approved after the current pay period. Click the Back button to return to the previous page.
5. Optional. To request an absence:
   a. On Absence Plan Balances, click the Request link to access Absence Request Add.

      IMPORTANT You must use this method to submit a proxy absence request.

      or

      On the Region tab, click Absence Requests.
   b. Submit your request. For more information, see "Submitting an Absence Request"

Submitting an Absence Request

Time reporters can request time off. Approved time requests are entered automatically on the appropriate timecard.

STEPS **To submit an absence request**

1. In the Time region, click Absence
2. On the Region tab, click Absence Requests. Absence Request Update appears.
    - To view existing absence requests, select a time range in the Filter Criteria section and click Filter.
3. On Absence Request Update, click the Add button.
4. On Absence Plan Selection List, click the Select button for the plan you want to request an absence for.
   Absence Request Add appears. Absence Management
4. On Absence Request Add, consider the following fields.

Date	Type or select the date of the absence.
Request Hrs In/Out	Type the Start and Finish Hours and Minutes In for the absence.
Name	Type a name for the absence request.
Comments icon	Click the balloon-shaped comments icon to open a comments dialog. Select Private if you do not want the comments to be interfaced to Lawson applications.
Description	Type a description for the absence request.
Overwrite Timecard	Select this field if you want the timeline for the Absence to overwrite an existing timeline for the corresponding day on the timecard. If you do not select this field, an additional timeline is created on the corresponding timecard if one already exists.

6. Submit the absence request.

⚠ **CAUTION** You cannot change or delete an advance request after it has been submitted.

- If you do not need to review and modify your request, you can submit the absence request immediately:
    i. Click the Submit button.
    ii. On Absence Request Submit Confirmation, click the Confirm button.
- If you want to review and possibly change your request before submitting it:

    i. Click the Save button. Absence Request Update appears.
    ii. Use the Filter Criteria section to display the requests you just defined.
    iii. Optional. Change or delete request items. For more information, see "Updating or Deleting an Absence Request"

iv. Select the Submit check box for each absence line you want to submit and click the Submit button.
v. On Absence Request Submit Confirmation, click the Confirm button.

Updating or Deleting an Absence Request

You can modify or delete not submitted absence requests. You can only delete rejected absence requests.

STEPS To modify an absence request

1. In the Time region, click Absence.
2. On the Region tab, click Absence Requests. Absence Request Update appears.
3. To display the absence requests you want to modify, select an absence plan and/or a time range in the Filter Criteria section and click Filter.
4. On Absence Request Update, change any or all of the following items:
   - The date of the request
   - The number of hours
   - The comment text
5. Click the Save button to save your changes.

STEPS To delete an absence request

1 In the Time region, click Absence.
2 On the Region tab, click Absence Requests. Absence Request Update appears.
3 To display the absence requests you want to modify, select an absence plan and/or a time range in the Filter Criteria section and click Filter.
4 On Absence Request Update, click the Delete icon for the absence request you want to delete.
5 On Absence Request Delete, select the Check to Confirm check box and click the Delete button.

Approving or Rejecting an Absence Request or Proxy Absence Request

IMPORTANT If your organization uses ProcessFlow, this procedure may have substantial variations.

Before you start To approve an absence request you must be a designated approver on the resource's approval request approval route or process flow or be the designated proxy for a designated approver.

Need More Details? Check out the following concepts:

- • "How Does ProcessFlow Work with Time Management?"

STEPS To approve an absence requestor proxy absence request

1. Access the absence request or proxy absence request you want to approve.

Before you start If you use ProcessFlow, the absence request links appear under Inbox > Time > Absence Requests or Inbox > Time > Proxy Time Inbox > Absence Requests. Click the magnifying glass icon next to the link to review absence request detail in view only mode. Click the appropriate action button to approve or reject the time record."How Does ProcessFlow Work with Time Management?"onpage26

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a. In the Time region click Time Approval.
b. On the Region tab, click Absence Requests to view that you are approver of.

or

Click Proxy Absence Requests to view the requests that you can approve on behalf of another approver.

2. On the Region tab, click Absence Requests to view that you are approver of.

or

Click Proxy Absence Requests to view the requests that you can approve on behalf of another approver.

3. Use the Filter Criteria section to display the absence requests you want to review. Consider the following fields:

Proxy for	Required for proxy absence requests. Select the name of the approver that you are proxy of.
Resource Name	Type a full or partial resource name to display only that resource's absence request.
Approval Type	Select the type of absence request you want to view. The default is Normal.
Date Range	Type or select a date range for the absence requests you want to view. Absence requests are dated by the date for which an absence is requested.

4. Click Filter to display the absence requests you want to approve or reject.
5. To view an absence request detail, click the date on the absence request line.
6. To approve an absence request, click the Approve button.

NOTE If you use ProcessFlow, you approve the absence request directly from the Inbox.

The absence request disappears from the approval list and is entered as a line on the appropriate timecard. it also appears as Reported on Absence Request Update.

7. To reject an absence request, click the Reject button.

NOTE If you use ProcessFlow, you reject the absence request directly from the Inbox.

The absence request disappears from the approval list appears as Rejected on Absence Request Update. You can then delete the rejected absence request.

Appendix A:

NHFIRST Lawson Time Management GHRS processing

NHFIRST Lawson Time Management is designed to and encourages ease of use to the Time Reporter. This goal can at times conflict with other business requirements to support proper accounting. When a cost center (org) needs to be different then the home cost center (org) this is requires a manual intervention or override.

Global Human Resources System (GHRS) currently has a constraint whereby if you just wanted to change the cost center to a different one you must select the full accounting string. This includes the Fund, Agency, Cost Center (org), Object, and Object class. Requesting a Time Reporter to understand and apply this accounting string when he/she needs to override the accounting unit does not scale and has high risk of error.

Therefore, the NHFIRST Lawson Time Management Interface will by design create suspended transactions into GHRS:

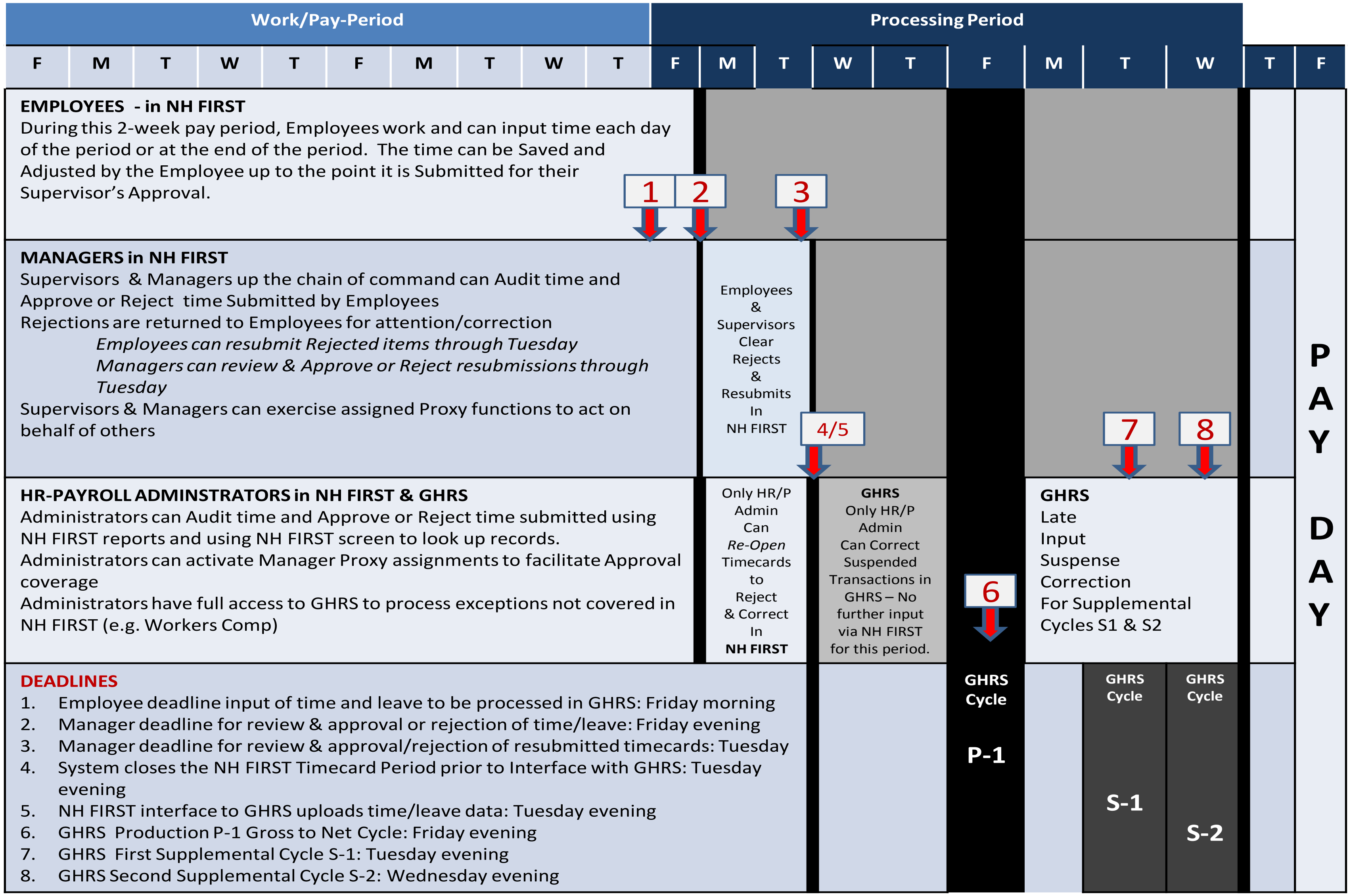
The following three transactions will be suspended and rejected; all other transactions will be released and approved.

- Transactions that would create negative leave balances where employees do not have enough hours accrued for a specific leave code.
- Transactions that have a cost center override applied
- Transactions with Worker Compensation Pay codes

The interface export transfer will be processed on the Tuesday prior to the first run of the Payroll process. The figure on the following page further describes the interface timing and some of the control points.

Additionally a series of screenshots precede this paragraph to describe what suspended transactions will look like in GHRS and the steps to process them to the current pay period. To assist you in identifying these transactions weekly reports will be scheduled and run itemizing these transactions to help you process these correctly into GHRS.

NH FIRST/GHRS Payroll Processing: 2 Week pay period – 2 Week processing



EMPLOYEES - in NH FIRST
During this 2-week pay period, Employees work and can input time each day of the period or at the end of the period. The time can be Saved and Adjusted by the Employee up to the point it is Submitted for their Supervisor's Approval.

MANAGERS in NH FIRST
Supervisors & Managers up the chain of command can Audit time and Approve or Reject time Submitted by Employees
Rejections are returned to Employees for attention/correction

Employees can resubmit Rejected items through Tuesday

Managers can review & Approve or Reject resubmissions through Tuesday

Supervisors & Managers can exercise assigned Proxy functions to act on behalf of others

Employees & Supervisors Clear Rejects & Resubmits In NH FIRST

HR-PAYROLL ADMINSTRATORS in NH FIRST & GHRS
Administrators can Audit time and Approve or Reject time submitted using NH FIRST reports and using NH FIRST screen to look up records.
Administrators can activate Manager Proxy assignments to facilitate Approval coverage
Administrators have full access to GHRS to process exceptions not covered in NH FIRST (e.g. Workers Comp)

Only HR/P Admin Can *Re-Open* Timecards to Reject & Correct In **NH FIRST**

GHRS Only HR/P Admin Can Correct Suspended Transactions in GHRS – No further input via NH FIRST for this period.

GHRS Late Input Suspense Correction For Supplemental Cycles S1 & S2

GHRS Cycle P-1

GHRS Cycle S-1

GHRS Cycle S-2

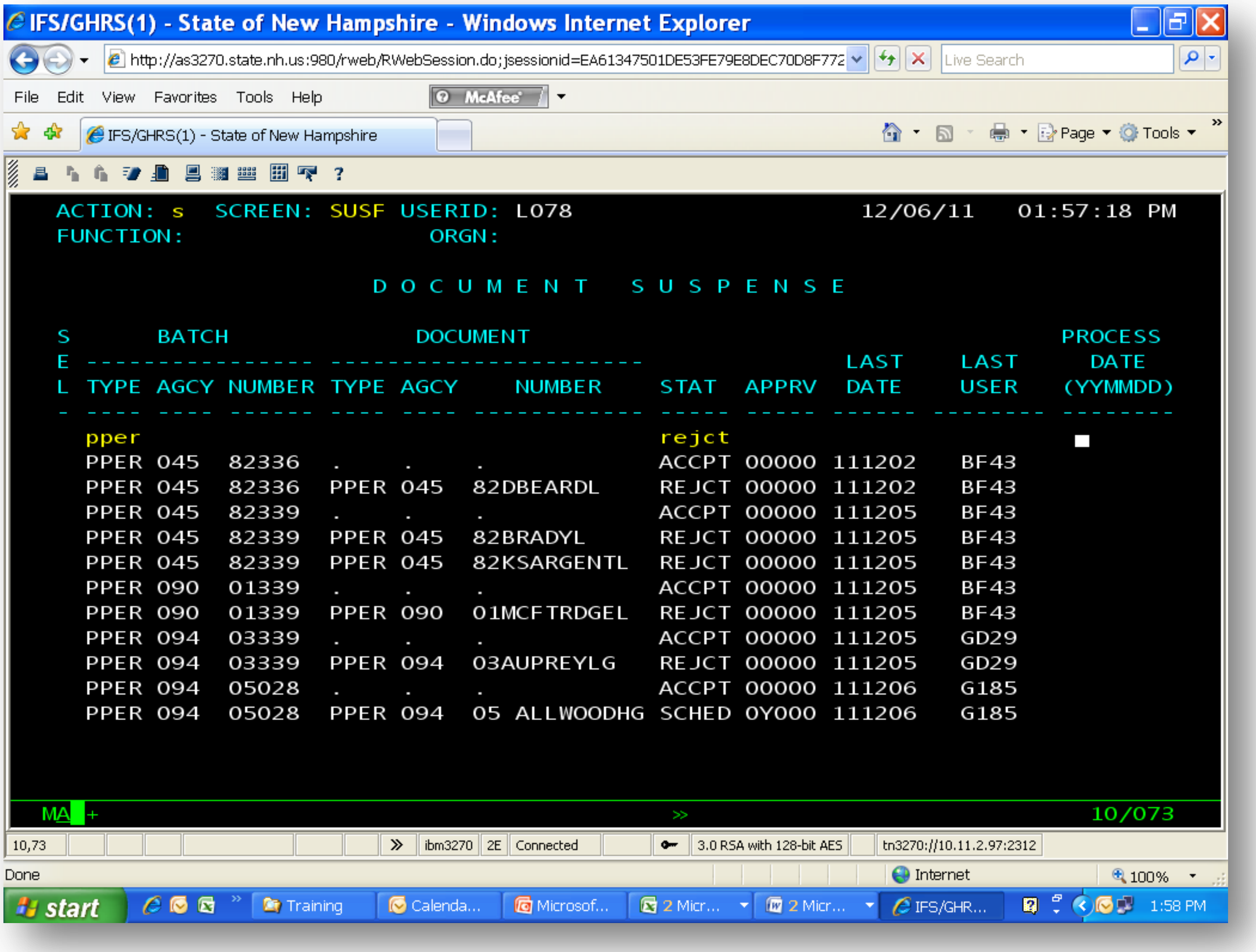
DEADLINES
1. Employee deadline input of time and leave to be processed in GHRS: Friday morning
2. Manager deadline for review & approval or rejection of time/leave: Friday evening
3. Manager deadline for review & approval/rejection of resubmitted timecards: Tuesday
4. System closes the NH FIRST Timecard Period prior to Interface with GHRS: Tuesday evening
5. NH FIRST interface to GHRS uploads time/leave data: Tuesday evening
6. GHRS Production P-1 Gross to Net Cycle: Friday evening
7. GHRS First Supplemental Cycle S-1: Tuesday evening
8. GHRS Second Supplemental Cycle S-2: Wednesday evening

To view suspended transactions you will need to sign into GHRS with your ID and password. You will need to navigate to **SUSF**

All suspended transactions can be filtered

- **TYPE** = CPER
- **STAT** = REJECT

Click **Enter**



IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer
http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772
File Edit View Favorites Tools Help
IFS/GHRS(1) - State of New Hampshire

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ACTION: s   SCREEN: SUSF USERID: L078                    12/06/11    01:57:18 PM
FUNCTION:                   ORGN:

                        D O C U M E N T   S U S P E N S E

S       BATCH              DOCUMENT                                          PROCESS
E ---------------- ----------------------                   LAST     LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY     NUMBER    STAT  APPRV  DATE     USER    (YYMMDD)
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  PPER 045  82336  PPER 045  82DBEARDL     REJCT 00000 111202    BF43
  PPER 045  82339  .    .    .             ACCPT 00000 111205    BF43
  PPER 045  82339  PPER 045  82BRADYL      REJCT 00000 111205    BF43
  PPER 045  82339  PPER 045  82KSARGENTL   REJCT 00000 111205    BF43
  PPER 090  01339  .    .    .             ACCPT 00000 111205    BF43
  PPER 090  01339  PPER 090  01MCFTRDGEL   REJCT 00000 111205    BF43
  PPER 094  03339  .    .    .             ACCPT 00000 111205    GD29
  PPER 094  03339  PPER 094  03AUPREYLG    REJCT 00000 111205    GD29
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  PPER 094  05028  PPER 094  05 ALLWOODHG SCHED 0Y000 111206    G185

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ibm3270
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3.0 RSA with 128-bit AES
tn3270://10.11.2.97:2312
Done
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Training
Calenda...
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2 Micr...
2 Micr...
IFS/GHR...
1:58 PM

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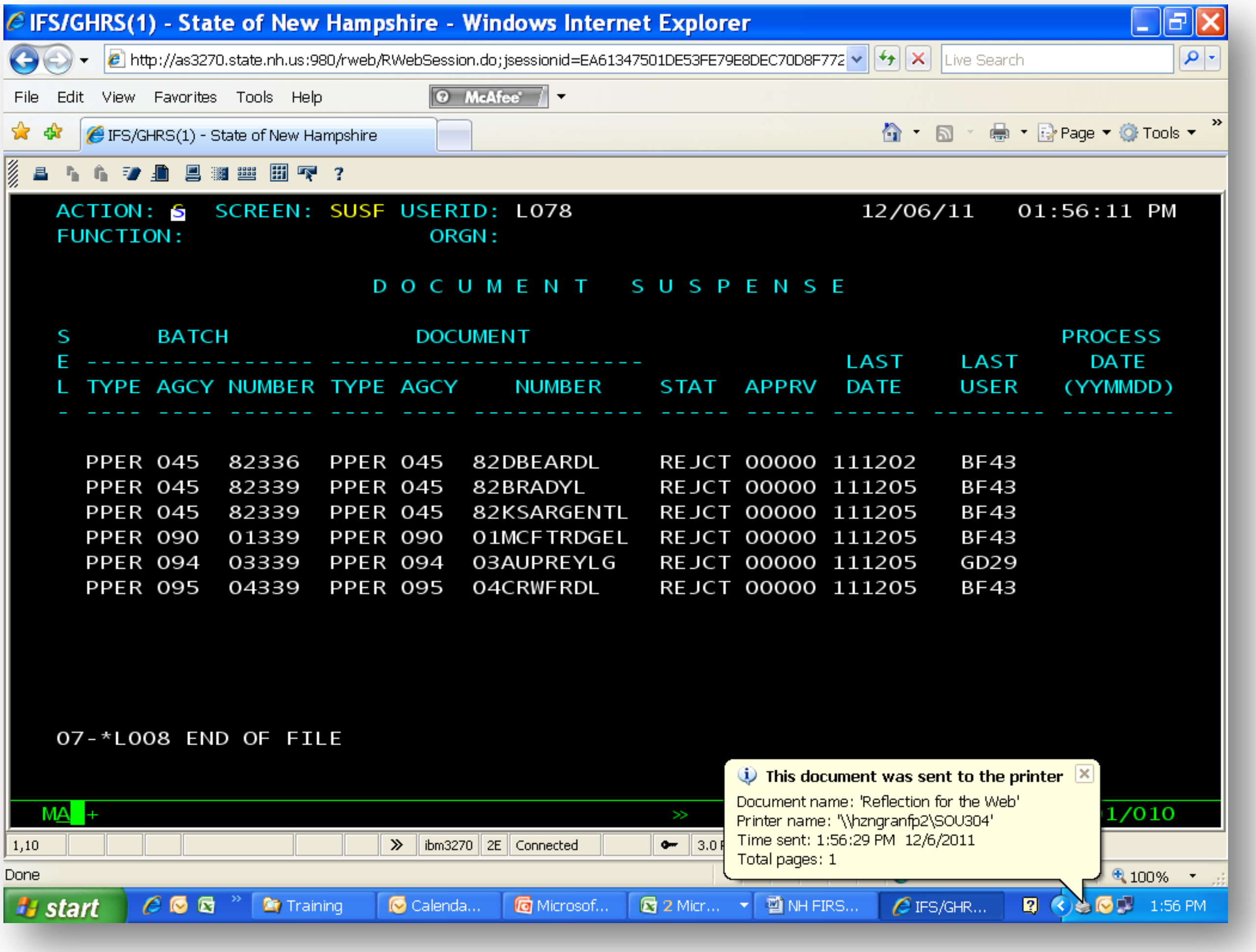
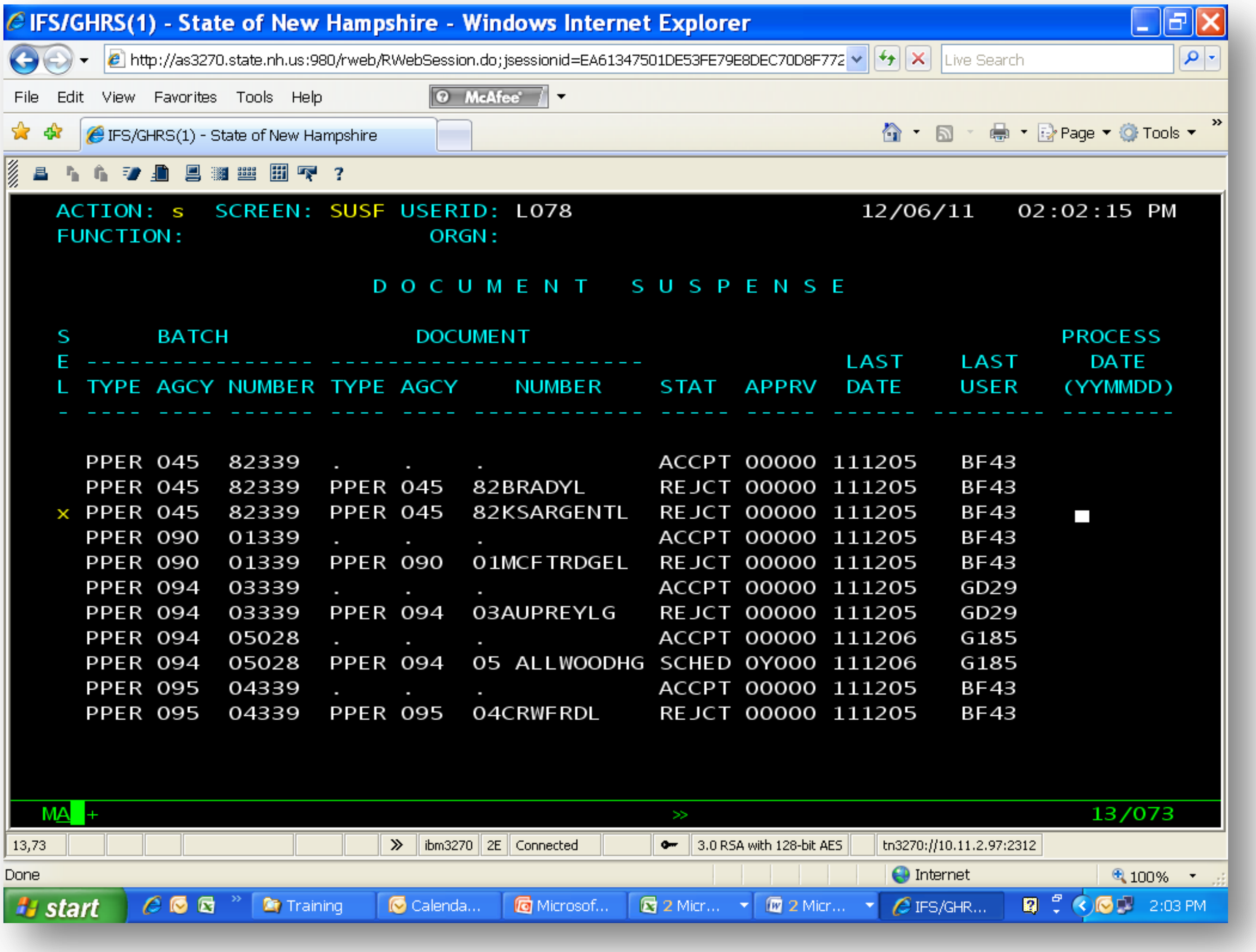

IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer
http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772
Live Search
File Edit View Favorites Tools Help
McAfee
IFS/GHRS(1) - State of New Hampshire
Page
Tools
1,10
ibm3270
2E
Connected
3.0
Done
100%
start
Training
Calenda...
Microsof...
2 Micr...
NH FIRS...
IFS/GHR...
1:56 PM

```
ACTION: S  SCREEN: SUSF USERID: L078                 12/06/11    01:56:11 PM
FUNCTION:                 ORGN:

                      D O C U M E N T   S U S P E N S E

S       BATCH                 DOCUMENT                                       PROCESS
E ---------------- ----------------------              LAST     LAST        DATE
L TYPE AGCY NUMBER TYPE AGCY     NUMBER      STAT  APPRV  DATE     USER     (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

  PPER 045  82336  PPER 045  82DBEARDL    REJCT 00000 111202   BF43
  PPER 045  82339  PPER 045  82BRADYL     REJCT 00000 111205   BF43
  PPER 045  82339  PPER 045  82KSARGENTL  REJCT 00000 111205   BF43
  PPER 090  01339  PPER 090  01MCFTRDGEL  REJCT 00000 111205   BF43
  PPER 094  03339  PPER 094  03AUPREYLG   REJCT 00000 111205   GD29
  PPER 095  04339  PPER 095  04CRWFRDL    REJCT 00000 111205   BF43



07-*L008 END OF FILE

MA +                                          >>                          1/010
```

This document was sent to the printer

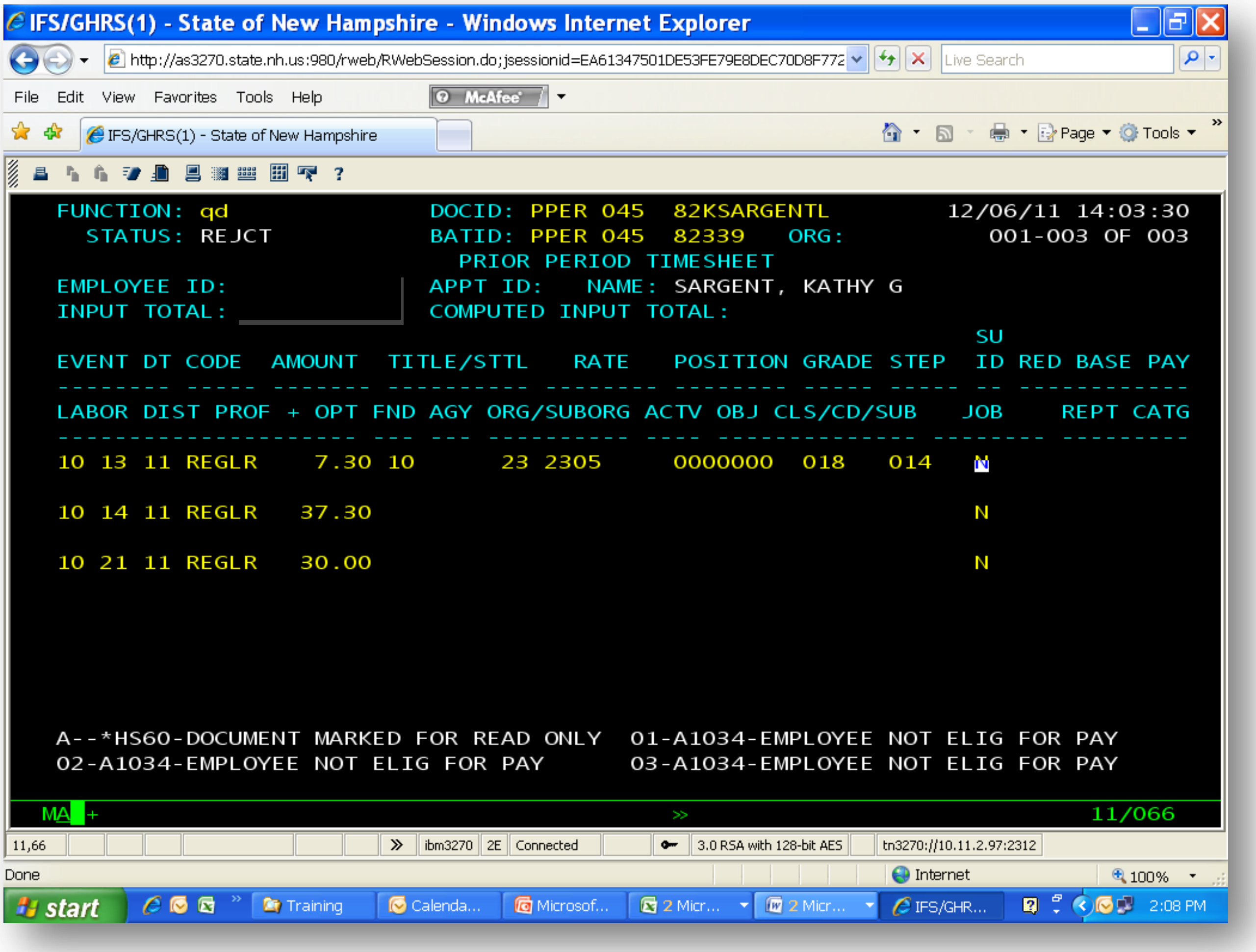
Document name: 'Reflection for the Web'
Printer name: '\\hzngranfp2\SOU304'
Time sent: 1:56:29 PM 12/6/2011
Total pages: 1

Type a **X** in the **SEL** column or place your curser anywhere you want to edit the selected transaction.


IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer
http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772
Live Search
File Edit View Favorites Tools Help
McAfee
IFS/GHRS(1) - State of New Hampshire
Page
Tools
13,73
ibm3270
2E
Connected
3.0 RSA with 128-bit AES
tn3270://10.11.2.97:2312
Done
Internet
100%
start
Training
Calenda...
Microsof...
2 Micr...
2 Micr...
IFS/GHR...
2:03 PM

```
ACTION: s  SCREEN: SUSF USERID: L078                   12/06/11    02:02:15 PM
FUNCTION:                  ORGN:

                        D O C U M E N T   S U S P E N S E

S       BATCH                  DOCUMENT                                          PROCESS
E ---------------- ----------------------                    LAST     LAST        DATE
L TYPE AGCY NUMBER TYPE AGCY     NUMBER      STAT  APPRV   DATE     USER      (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------

  PPER 045  82339  .    .    .            ACCPT 00000 111205   BF43
  PPER 045  82339  PPER 045  82BRADYL     REJCT 00000 111205   BF43
x PPER 045  82339  PPER 045  82KSARGENTL  REJCT 00000 111205   BF43
  PPER 090  01339  .    .    .            ACCPT 00000 111205   BF43
  PPER 090  01339  PPER 090  01MCFTRDGEL  REJCT 00000 111205   BF43
  PPER 094  03339  .    .    .            ACCPT 00000 111205   GD29
  PPER 094  03339  PPER 094  03AUPREYLG   REJCT 00000 111205   GD29
  PPER 094  05028  .    .    .            ACCPT 00000 111206   G185
  PPER 094  05028  PPER 094  05 ALLWOODHG SCHED OY000 111206   G185
  PPER 095  04339  .    .    .            ACCPT 00000 111205   BF43
  PPER 095  04339  PPER 095  04CRWFRDL    REJCT 00000 111205   BF43


MA  +                                       >>                            13/073
```

In this example apply the rest of the accounting string to complete the cost center override.



IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer
http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772
Live Search
File Edit View Favorites Tools Help
McAfee
IFS/GHRS(1) - State of New Hampshire
Page
Tools

```
FUNCTION: qd              DOCID: PPER 045  82KSARGENTL        12/06/11 14:03:30
  STATUS: REJCT           BATID: PPER 045  82339   ORG:          001-003 OF 003
                            PRIOR PERIOD TIMESHEET
EMPLOYEE ID:              APPT ID:   NAME: SARGENT, KATHY G
INPUT TOTAL:              COMPUTED INPUT TOTAL:
                                                                SU
EVENT DT CODE  AMOUNT  TITLE/STTL   RATE   POSITION GRADE STEP  ID RED BASE PAY
-------- ----- ------- ---------- -------- -------- ----- ----- -- -----------
LABOR DIST PROF + OPT FND AGY ORG/SUBORG ACTV OBJ CLS/CD/SUB   JOB    REPT CATG
--------------------- --- --- ---------- ---- -------------- -------- ---------
10 13 11 REGLR    7.30 10      23 2305     0000000  018   014   N

10 14 11 REGLR   37.30                                          N

10 21 11 REGLR   30.00                                          N




A--*HS60-DOCUMENT MARKED FOR READ ONLY  01-A1034-EMPLOYEE NOT ELIG FOR PAY
02-A1034-EMPLOYEE NOT ELIG FOR PAY      03-A1034-EMPLOYEE NOT ELIG FOR PAY

  MA +                                        >>                       11/066
```

11,66
ibm3270
2E
Connected
3.0 RSA with 128-bit AES
tn3270://10.11.2.97:2312
Done
Internet
100%
start
Training
Calenda...
Microsof...
2 Micr...
2 Micr...
IFS/GHR...
2:08 PM